

COVID-19 SAFETY RESPONSE PLAN

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COVID-19 SAFETY RESPONSE PLAN

Recommended Response Plan for Construction

The guidance contained within the AGC MA Safety Response Plan is based on what is currently known about the Coronavirus (COVID-19) and is subject to change based on recommendations issued by the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA) and other federal, state, and local authorities.

In addition, at this time, all construction sites and workers on public works projects are subject to guidelines and procedures issued by the Commonwealth of Massachusetts. AGC MA recommends that contractors stay current on information relating to the Coronavirus and implement the most up to date safety measures on their jobsites.

The AGC MA Safety Response Plan does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided here are for general informational purposes only.

Job Name _____ Date: _____

Coronavirus Disease (COVID-19)

The Center for Disease Control (CDC) has warned businesses to prepare for a potential outbreak of the coronavirus in the US. As the safety of our people is our top priority, we are closely following the CDC for guidance, and we have gathered information from the CDC, World Health Organization, and OSHA found below. *To learn more about the coronavirus, [please visit the CDC website](#).*

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as [Middle East Respiratory Syndrome \(MERS-CoV\)](#) and [Severe Acute Respiratory Syndrome \(SARS-CoV\)](#). [A novel coronavirus \(nCoV\)](#) is a new strain that has not been previously identified in humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What we know so far is that infected people can spread COVID-19 through their respiratory secretions, especially coughs and sneezes. [According to CDC](#), spread from person-to-person is most likely among close contacts (about 6 feet). This is thought to occur mainly via droplets produced when an infected person coughs or sneezes. These can land in the mouths or noses of, or can be inhaled by, those nearby. It is unknown if COVID-19 can be transmitted by a person touching a virus-laden surface and then touching their own mouth, nose, or possibly their eyes. There is more to learn about COVID-19 as the investigation continues.

Standard recommendations to prevent infection spread include:

- **Clean your hands.**
Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.
- **Avoid close contact.**
Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick.
- **Stay home when you are sick.**
If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.
- **Cover your mouth and nose.**
Cover your mouth and nose with a tissue when coughing or sneezing; this may

prevent those around you from getting sick. Flu and other serious respiratory illnesses are spread by cough, sneezing, or unclean hands.

- **Avoid touching your eyes, nose or mouth.**
Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- **Practice other good health habits.**
It's currently flu and respiratory disease season, and CDC recommends getting a flu vaccine, taking [everyday preventive actions](#) to help stop the spread of germs, and taking flu antivirals if prescribed.

Additional information

We will adhere to the CDC's guidelines for stopping the spread; including not allowing people on our sites who are a) sick, posing a danger to themselves or others, or b) have potentially gotten sick through recent travel. No deviations to these guidelines will be accepted. If the situation changes, further communication will be issued:

Warning Level 3

If someone has visited a Level 3 region within the past 14 days, they will not be allowed on our sites until they are in the U.S. for a minimum of 14 days and they pose no health risk (fever, cough, shortness of breath). Currently these countries with level 3 warning are: China, Italy, Iran, and South Korea.

Alert Level 2

If someone has visited a Level 2 region within the past 14 days, they will not be allowed on our sites until they are in the U.S. for a minimum of 3 days and pose no health risk (fever, cough, shortness of breath).

Watch Level 1 (including destinations with risk of community spread)

If someone has visited a Level 1 region within the past 14 days, they will not be required to self-quarantine and they will be asked to self-monitor their health (fever, cough, shortness of breath).

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COVID-19 Response Plan

The Center for Disease Control (CDC) has warned businesses to prepare for a potential outbreak of the coronavirus in the US. As the safety of our people is our top priority, we are closely following the CDC for guidance, and we have gathered information from the CDC, World Health Organization, and OSHA found below. *To learn more about the coronavirus, [please visit the CDC website](#)*

- **Purpose**

Outline specific steps to be taken to safeguard all employee's health and safety while maintaining the ability to continue services to our clients

- **Coronavirus (COVID 19)**

- Coronaviruses are a type of virus. There are many different kinds, and some cause disease. A newly identified type has caused a recent outbreak of respiratory illness now called COVID-19.

- **Self-Awareness**

- We encourage any individual who is feeling sick or who is presenting any symptoms of a cold, flu or COVID 19, to stay home and/or seek medical attention. We have to enforce a 100% zero tolerance policy which does not allow for anyone showing symptoms to be on the jobsite.
- Coronaviruses are a type of virus. There are many different kinds, and some cause disease. A newly identified type has caused a recent outbreak of respiratory illness now called COVID-19.
- Self-Reporting paperwork
 - Upon arrival to the site all workers must sign and complete the self-reporting questionnaire
 - Do not ask questions relating to underlying conditions
 - Do not answer any questions related to underlying conditions
 - Symptoms (per CDC) may include, but not limited to
 - Cough
 - Fever
 - Shortness of breath

- **Hygiene**

- Hand Washing Station Requirements
 - All projects must provide access to hand washing stations
 - Permanent plumbed sinks should be the first choice with accompanying water heaters
 - All Hand washing stations must be spread apart to maintain social distancing. Note: Each unit at least 6 ft apart.
- Wash your hands often and throughout the day
- Wash your hands:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after treating a cut or wound
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching garbage
- Hand washing procedures
 - Follow these five steps every time.
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them
 - Temporary handwash stations are also acceptable
- Hand Sanitizers
 - Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You

can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

- Provide single use paper towels and trash bins
- Trash bins must be made available in the following areas:
 - Near jobsite trailers
 - Outside restroom facilities
 - Near elevator hoist
 - Any other location deemed necessary
- Other Prevention measures
 - Do not shake hands when greeting anyone
 - Avoid touching your face, eyes, nose, and mouth
 - Do not share items unless they have been cleaned and disinfected
 - Encourage change of clothes on site and at home as best practices
- All common areas and meetings areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day.

- **Personal Protective Equipment (Standard requirements apply)**

In work conditions where required social distance is not possible to achieve, perform a job hazard analysis to determine the applicable level of PPE to supplement the conditions in alignment within CDC recommendations.

- Hard Hat
- Safety Glasses
- Gloves (cut resistant)
- Safety Vest
- Boots
- Masks are task specific
 - N95 is preferred
 - If one is not available due to supplies and health care needs, then a homemade mask may be used, such as a bandana or scarf.
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

- **Site Safety Requirements**

- COVID-19 officer (Supt. e.g.) will be onsite 100% of the time to enforce all site safety rules
- Safety orientations are not to be completed in a group setting
- Limit Visitors to the site, Only essential personnel on site
- Keep high traffic areas clean and clean frequently throughout the day
- **All COMMON AREAS/MEETING AREAS/HIGH CONTACT AREAS SHALL BE DISINFECTED TWICE PER DAY**
- All personnel must attend a daily pre-task planning meeting which will cover health screenings, to include:
 - Do you have the following:
 - Shortness of Breath
 - Cough
 - Fever
 - Does anyone in your home have the above?
 - Have you traveled to a high-risk area recently?
 - Have you been in close contact with anyone that tested positive for COVID-19?
- All personnel working in a confined space or enclosed building on a *public project in Massachusetts* are mandated by the state to have their temperature taken by a medical professional or trained individual before entry.
- Limit the total number of persons riding in the hoist/elevator to allow social distancing. Post guidelines at the hoist area showing maximum number of people allowed in the hoist at one time. Where possible limit vertical transportation to material only. Where building heights will not allow for that, follow guidelines above.
- Do not share any tools or devices without properly disinfecting them.
- Site Signage to include in English and Spanish.
 - COVID-19 information poster which should include signs and symptoms.
 - Reminder posters to wash your hands.

- **Social Distancing**

- No gathering greater than 10 people.
- 6 ft distance between you and other workers in all directions (200 sq. ft)
- Minimizing crew size may be required.
- Staggering shifts may be required.

- In work conditions where required social distance is not possible to achieve, perform a job hazard analysis to determine the applicable level of PPE to supplement the conditions in alignment within CDC recommendations.:
 - Face shield
 - Safety glasses
 - Hard hat
 - Face mask
- If possible, hold all meetings outdoors or in open space. (6ft distance)
- Personnel should be limited to essential personnel only. (no more than 10 people)
- **Communications**
 - Complete toolbox talks to related to pandemic
 - If possible, all daily site meetings shall be held in open air with appropriate social distancing in place (no more than 10 people)
 - Weekly foreman's meeting are encouraged to be held in open air with appropriate social distancing in place
 - Provide written communications on best practices on a regular basis
 - Provide signage throughout all high traffic areas
- **Emergency Procedures**
 - Possible exposure to COVID 19
 - Follow CDC recommendations
 - Follow SDC Decision Tree (attached)
- **Multi-person tasks that cannot be performed while maintaining Social Distancing include, but are not limited to:**
 - Working in lifts or scaffolding
 - Setting block or stone requiring 2 masons to hold/set
 - Manhole/vault work with more than 1 person
 - Excavation or Trench work with activities in close proximity
 - Landscaper setting large pavers or Curb setting - usually a pair of laborers and an operator placing and setting granite curb.
 - Setting glass/windows - 2 workers in a boom lift
 - Placing and finishing flatwork concrete (usually it's a crew dragging the hose, spreading and finishing concrete all clustered up shoulder to shoulder)
 - Mechanical trade installing kitchen hoods overhead usually multiple workers holding large 12' hoods up while installing

- Drywallers working in scissor lifts installing sheetrock overhead usual a pair to hold and screw in overhead work
- Unloading materials that require multiple people (drywall, doors, mech equip)

- **Definitions**
 - **Close contact** is defined as:
 - o Being within approximately six feet (two meters) of a COVID-19 case for 10-30 minutes; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
 - o *or* –
 - o having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

 - **Symptoms compatible with COVID-19**, for the purpose of these recommendations, include subjective or measured fever, cough, or shortness of breath.

COVID-19 Mitigation Plan

Worker Wellness – Roles and Responsibilities

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK.

- IF YOU ARE SICK, STAY HOME!
- IF YOU FEEL SICK, GO HOME!
- IF YOU SEE SOMEONE SICK, SEND THEM HOME!

| CDC Symptoms | |
|----------------------|---------------------------------------|
| COVID-19 | Other |
| Fever | Sore throat |
| Cough | Runny or stuffy nose |
| Difficulty Breathing | Muscle aches, body aches, or headache |
| | Tiredness, or fatigue |
| | Nausea, vomiting or diarrhea |

If you are exhibiting any of the CDC symptoms you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site, or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.

If you or a family member is feeling ill, stay home!

Worker wellness self-certification to supervisor

Prior to starting a shift, the crew leaders will conduct a personnel health survey – Each employee will self-certify to their supervisor that they:

1. Do you have SIGNS OF FEVER (e.g. feels warm, has a flushed face, glassy eyes, chills) or measured (100.4°F or greater) FEVER, Cough, Difficulty Breathing?
2. Do you have any of the following: Sore throat; runny or stuffy nose; muscle aches, body aches, or headache; tiredness, or fatigue; or nausea, vomiting or diarrhea?
3. Have you been within **6 feet for 10 minutes** of a person that has a COVID-19 test result pending, or has been clinically diagnosed, presumed, confirmed with COVID-19 within the past 14 days?
4. Do you have a physicians or public health order to enforce isolation, quarantine or conditional release related to COVID-19?

Temperature screening

All personnel working in a confined space or enclosed building on a **public project in Massachusetts** are mandated by the state to have their temperature taken by a medical professional or trained individual before entry provided that such screening is out of public view to respect privacy and results are kept private, as follows:

- Working in a confined space, or
- Inside a closed building envelope¹

¹ Based upon uniqueness of project schedule and constraints (e.g. scaffold tarp)

COVID-19 Mitigation Plan

Return to Work²

The CDC establishes that employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Based upon this guidance the following return to work protocol has been established:

1. **If symptoms of acute respiratory illness – instruct the employee to stay home and not come to work until you are free of fever (100.4° F or greater using an oral thermometer 2x per day) for at least three full days of no fever without the use medicine that reduces fevers, AND other symptoms have improved (for example, when your cough or shortness of breath have improved), AND at least 7 days have passed since your symptoms first appeared.³ or, provide a medical return to work note.**
2. **If symptoms refer to no. 1.**
3. **If potential exposure to COVID-19 through testing (i.e. confirmed, pending, presumed), or travel: Instruct employee to self-quarantine for 14 days and self-observe for symptoms. If symptom free at end of 14-days employee may return to work.**
4. **If you have been issued a physicians or public health order – provide a medical return to work note.**

Exposure Assessment and Response Actions

In the event of a potential exposure scenario, immediately call your Superintendent.

General Guidelines

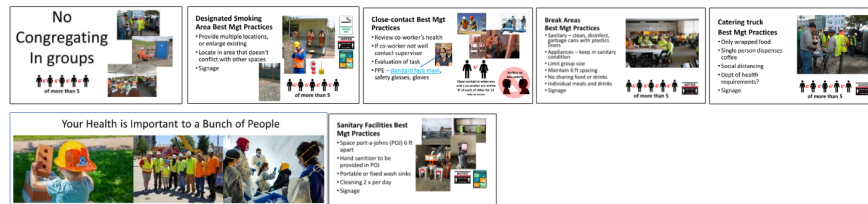
Roles and Responsibilities [click here](#)

To establish a clear understanding of the roles and responsibilities that each individual, co-workers, subcontractors and the construction manager has to mitigate the transmission of COVID19 the following table has been developed:

COVID19 Mitigation Program - Roles and Responsibilities v1

| Category | Individual | Co-worker | Subcontractor | Construction Manager |
|-------------------|---|--|--|--|
| Wellness | <ul style="list-style-type: none"> Evaluate self and family for symptoms DO NOT REPORT TO WORK IF SICK LEAVE WORK IF SYMPTOMS APPEAR Respond to daily health survey truthfully Attend weekly TBT | <ul style="list-style-type: none"> Direct co-worker exhibiting symptoms to supervisor | <ul style="list-style-type: none"> Review and certify health survey Send workers with symptoms home If worker didn't show up to work, call and find out why? If worker calls in sick, ask why Review TBT | <ul style="list-style-type: none"> Provide survey Develop and implement temperature taking program for <ul style="list-style-type: none"> Confined space Enclosed bldg. Include "if experiencing symptoms, leave work" with each TBT |
| Social Distancing | <ul style="list-style-type: none"> Do not congregate (5 CT-RI 10 MA people or more) Avoid face to face discussion Notify crew leader before close-contact (6 ft) work – PPE and PPE required The 6 ft spacing will take time to get used to | <ul style="list-style-type: none"> Step aside if someone wants to pass by Support your co-worker with the 6 ft spacing – this is going to take time to get used to. | <ul style="list-style-type: none"> Hold meetings outside if possible Keep meetings to less than 10 people Assign work so workers can maintain 6 ft spacing If 6 ft spacing is not possible develop close-contact work plan – coordinate close contact work with CM | <ul style="list-style-type: none"> Use virtual meetings if possible (e.g. zoom, face time, Teams) Hold meetings outside if possible Plan work sequence to minimize multi-trade close-contact work Keep meetings to less than 10 people |
| Hygiene | <ul style="list-style-type: none"> Pack a lunch, bring your own drinks Dispose of food drinks, PPE, and tissues in lined trash container Avoid touching eyes, nose, mouth with hands Clean and disinfect your work area and bathroom 100% glove and eye protection use | <ul style="list-style-type: none"> Do not share food or drinks Clean and disinfect your work area Remind co-worker to maintain good hygiene practices – everyone depends on it. | <ul style="list-style-type: none"> Do not use community water jugs. Provide individual water bottles Clean and disinfect break areas (appliances, tables, trash), equipment, supplies, vehicles, for example. Ensure workers use lined trash containers for food drinks, PPE, and tissues | <ul style="list-style-type: none"> Provide hand cleaning stations at port-a-johns Provide trash containers with plastic liners Clean and disinfect community high touch surfaces |
| Close-Contact | <ul style="list-style-type: none"> Evaluate co-worker for symptoms Use mask, face shield Limit face to face discussion | <ul style="list-style-type: none"> Report co-worker to supervisor if symptoms present Remind co-worker to use mask, face shield | <ul style="list-style-type: none"> Develop a list of close-contact work tasks Provide mask, face shield | <ul style="list-style-type: none"> Request list of close-contact work tasks from subcontractors Observe work to ensure PPE is used |

Examples of community areas (DRAFTS) – subcontractor and construction manager and banner



² Refer <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

³ Refer [CDC COVID19 Caring for Someone at Home](#)

COVID-19 Mitigation Plan

Personal hygiene to stop the spread of germs

- Be sure to use your own water bottle, and do not share.
- To avoid external contamination, we recommend everyone bring food from home.
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- No handshaking, fist or elbow bumping (wave instead)
- Cover coughing or sneezing with a tissue, then throw the tissue in a lined trash barrel and wash hands, if no tissue is available then cough into your elbow
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol

Personal Protection Equipment

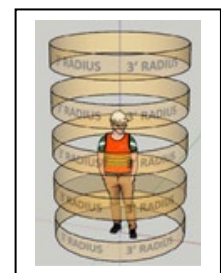
- 100% glove use by workers (Note: gloves shall be cut resistant or equivalent).
- 100% eye protection is required.
- Face masks or an alternative cover meeting minimum requirements per CDC guidelines.

Social distancing

- Individuals must implement social distancing by maintaining a minimum distance of 6 feet from other individuals
- Crew leaders should keep all crew members a minimum of 6 feet apart. When the work activity requires workers to be less than 6 ft apart refer to close-contact work practices identified below.
- Large gathering (more than 10 people) places on the site such as shacks and break areas will be eliminated, and instead small break areas will be used with seating limited to ensure social distancing. Please maintain social distancing separation during breaks and lunch.

Meetings (i.e. Gatherings)

- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. **Do not** convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All individual work crew meetings/if possible toolbox talks should be held outside and follow social distancing guidelines⁴



⁴ Refer definitions

COVID-19 Mitigation Plan

Worksite Risk Prevention Practices

Close-contact work (within 6 feet)

- **Personal Protective Equipment (Standard requirements apply)**

In work conditions where required social distance is not possible to achieve, perform a job hazard analysis to determine the applicable level of PPE to supplement the conditions in alignment within CDC recommendations.

- o Hard Hat
- o Safety Glasses
- o Gloves (cut resistant)
- o Safety Vest
- o Boots
- o Masks are task specific
 - N95 is preferred
 - If one is not available due to supplies and health care needs, then a homemade mask may be used, such as a bandana or scarf.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

Bathrooms and Hand Washing Stations

All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install wash stations.

- Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent hand-washing for all on-site workers
- Hand-washing stations must be provided with soap, hand sanitizer and paper towels
- All on-site workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify their supervisor
- Lined trash barrels will be placed next to the hand wash station for disposal of tissues/towels
- Portable bathrooms and hand washing stations will be spaced 6 feet apart

Cleaning and Disinfecting Procedure

It may also be possible for a person to get COVID-19 by touching a contaminated surface or object and then touching their own mouth, nose, or eyes. Cleaning and disinfecting objects and surfaces, especially those that are frequently touched (such as doorknobs, handles, tabletops, etc.) can help prevent the spread of COVID-19. This procedure includes a review of materials that will be found on this project and length of time COVID-19 remains viable will on that surface (table 1), as well as, cleaning and disinfecting procedures (table 2) – [click here](#) for procedure.

COVID-19 Mitigation Plan

COVID-19 Mitigation Plan Cleaning and Disinfecting Procedures

COVID-19¹ is a new respiratory virus. COVID-19 spreads mainly from person to person. It is spread through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land on people who are nearby (within 6 feet). It may also be possible for a person to get COVID-19 by touching a contaminated surface or object and then touching their own mouth, nose, or eyes.

Cleaning and disinfecting objects and surfaces, especially those that are frequently touched (such as doorknobs, handles, tabletops, etc.) can help prevent the spread of COVID-19. The CDC uses the following definitions for cleaning and disinfecting:

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

This procedure includes a review of materials that will be found on this project and length of time COVID-19 remains viable will on that surface (table 1), as well as, cleaning and disinfecting procedures (table 2). This document will be supplemented with a list of project specific list of frequent touched surfaces categorized as follows: Community and Subcontractor.

Table 1

| | Aerosol (suspended) | Copper | Cardboard | Stainless Steel | Plastic | Wood | Glass |
|------------------------|---------------------|--------|-----------|-----------------|---------|---------|---------|
| COVID-19 Survival Rate | 4 hrs. | 4 hrs. | 24 hrs. | 72 hrs. | 72 hrs. | 96 hrs. | 96 hrs. |

Table 2

| Cleaning and Disinfecting Procedures | | | |
|--|---|---|--|
| Supplies | General Procedure | Soft Porous Materials | Hard Non-Porous Surfaces |
| <ul style="list-style-type: none"> Waterproof gloves, such as nitrile or dishwashing gloves Gloves protect you from exposure to the virus and to the cleaning chemicals Provide gloves in a variety of sizes. Gloves that are too big make it hard to hold objects and easier for bacteria and virus to get inside. Gloves that are too small can rip or tear Soap or detergent, warm water, clean towels, plastic trash bags 1000 ppm of sodium hypochlorite (bleach) Disposable gowns for all cleaning related tasks, including handling trash Masks and goggles (optional to protect yourself from exposure to cleaning chemicals) | <ol style="list-style-type: none"> Wear gloves while cleaning. Use chemicals in a well-ventilated area. NEVER mix cleaning chemicals with one another. This may create hazardous gases. Prevent chemical contact with food during cleaning. Handle used towels, gloves, etc. as little as possible. | <p>Soft, porous materials include clothes, carpeting, rugs, towels, clothing, sofas, chairs, bedding, soft fabric toys (i.e., stuffed animals), etc.</p> <p>Steps for cleaning and disinfecting:</p> <ol style="list-style-type: none"> If no gloves are used. Be sure to wash hands afterwards. Do not shake material Place soft, porous materials in a bag. Separate ill persons clothes Laundry using hot water and a detergent containing color-safe bleach. Dry on high heat. Place bag liner in hamper. <p>Electronics</p> <p>For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.</p> <ol style="list-style-type: none"> Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids. | <p>Hard non-porous surfaces include stainless steel, floors, kitchen surfaces, countertops, tables and chairs, sinks, toilets, railings, light switch plates, doorknobs, metal/plastic toys, equipment.</p> <p>Steps for cleaning and disinfecting:</p> <ol style="list-style-type: none"> Follow labeled instructions on all containers. Clean surface with soap and water to remove all visible debris and stains. Rinse surface with clean water and wipe with clean towel. Apply the disinfectant. To effectively kill the virus, make sure the surface stays wet with the disinfectant for at least 1 minute (if bleach) before wiping with a clean towel (Note: the time solution is in contact with surface is determined by disinfectant refer to EPA list below) Rinse with water and allow surface to air dry. Rinsing the surface with water following use of a disinfectant is especially important if the surface is in a food preparation area. Remove gloves and place in a trash bag and discard. Wash hands after removing gloves and handling any contaminated material, trash or waste. |
| Warning | | Cleaners | Disinfectants |
| <p>DO NOT MIX THESE CLEANING PRODUCTS</p> <p>BLEACH + VINEGAR Bleach and vinegar mixture produces chlorine gas, which can cause coughing, breathing problems, burning and itchy eyes.</p> <p>BLEACH + AMMONIA Bleach and ammonia produce a toxic gas called chloramine. It causes irritation of the throat and chest pain.</p> <p>BLEACH + RUBBING ALCOHOL Bleach and rubbing alcohol makes chloroform, which is highly toxic.</p> <p>HYDROGEN PEROXIDE + VINEGAR This combination makes peracetic/peroxyacetic acid, which can be highly corrosive</p> | | | <p>Bleach solution. To make a bleach solution, mix 4 teaspoons of bleach to 1 quart of water. For a larger supply, add 1/3 cup of bleach to 1 gallon of water. Use the solution within 20 minutes.</p> <p>Other EPA-approved disinfectants may be used if they are effective against COVID-19 or other infections. For specific disinfectants against COVID-19, visit EPA List of Disinfectants for SARS-CoV-2. The list contains products for soft and hard surfaces.</p> <p>For surfaces that corrode or are damaged by bleach, use registered products effective against the specific virus/bacteria that are rated to not damage that surface type.</p> <p>Alcohol based wipes or sprays with at least 70% isopropyl alcohol. Dry surfaces thoroughly to avoid pooling liquids.</p> |

¹ SARS-CoV-2 is the virus and COVID-19 is the disease. To reduce confusion, this document will refer to SARS-CoV-2 as COVID-19.

These procedures will be supplemented with a list of project specific high touch surfaces as follows:

Table 3 - Community

| Surface | Cleaner / Disinfectant | Frequency | Duration on Surface |
|---------|------------------------|-----------|---------------------|
| | | | |

Examples: Shared offices, meeting tables, stair rails, door handles

Table 4 – Subcontractor

| Surface | Cleaner / Disinfectant | Frequency | Duration on Surface |
|---------|------------------------|-----------|---------------------|
| | | | |

Examples: Equipment, tools, vehicles, break areas, appliances

Posters [click here](#)

The following posters are required:

- Each jobsite should have laminated COVID-19 [safety guidelines](#) and [handwashing instructions](#)

COVID-19 Mitigation Plan

- “No Congregation”
- Cleaning and disinfection procedures posted throughout the project (e.g. entry points)
- Do all you can to maintain your good health by: getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids.

Distributed to all trades

- Temperature taken procedure: see *Site Safety Requirements*
- A “No Congregation” poster

Logistics

Commuting

- All employees are encouraged to drive to work site/parking area in a single occupant vehicle. Contractors /State staff are encouraged to not ride together in the same vehicle.

Field Offices

- Contractor and State Agency Field Offices are locked down to all but authorized personnel⁵

Program Management

Where these guidance does not meet or exceed the standards put forth with Exhibit F Site Specific Safety & Loss Control Program, everyone shall abide by the most stringent procedure available.

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site.⁶

The following only applies to Public Works projects, private projects to follow specific owner’s requirements –

- The approved project Health and Safety Plan (HASP) shall be modified to require that the Contractor’s site-specific project COVID-19 Officer submit a written daily report to the Owner’s Representative.
- The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with these guidelines.
- Any issue of non-compliance with these guidelines shall be a basis for the suspension of work.
- The contractor will be required to submit a corrective action plan detailing each issue of non-conformance and a plan to rectify the issue(s).
- The contractor will not be allowed to resume work until the plan approved by the Owner.
- Any additional issues of non-conformance may be subject to action against the contractor's prequalification and certification status.

Definitions

Close-contact means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested

⁵ Assume state projects only

⁶ What are qualifications? Can the COVID19 officer have other duties?

COVID-19 Mitigation Plan

positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

Social Distancing means maintaining a distance of 6 ft or more from another person

Gathering means more than 10 people

Traveling within our Business Region

The States of CT, MA and RI have established construction as an essential business, per these directives:

Connecticut

[March 20, 2020](#)

Executive Order 7H establishes construction as essential

[March 22, 2020](#)

DECD guidance defining construction as an essential business

[COVID-19 FAQs](#)

No travel restrictions rev 3/27/20

March 28, 2020

CDC

Massachusetts

[March 23, 2020](#)

COVID19 Essential Services Exhibit A refer pg. 6/9

[COVID19 Essential Services FAQs](#)

This link opens to Public Works updated 3/27/20

[March 25, 2020](#)

Letter to municipalities re-affirming construction as essential service. This letter contains guidelines for construction industry.

[March 27, 2019](#)

Travelers arriving to MA via two airports, train and from NY are advised (no enforcement) to quarantine for 14-days. Essential business travel is EXEMPT refer above for Refer 3/27/20 press conference minute 00:01:40 and 00:17:15 and continuing for several minutes.

Rhode Island

[March 22, 2020](#)

Executive Order 20-09 establishes requirements for close-contact business. NOTE: RI has not official characterized construction as essential.

[March 13, 2020](#)

EO 20-03 if travel outside the 50 states and DC 14-day quarantine is required

[March 23, 2020](#)

EO 20-10 All travelers arriving by air 14-day quarantine is required.

[March 26, 2020](#)

EO 20-12 All travelers from NY 14-day quarantine is required

[March 28, 2020](#)

EO 20-13 work from home is required when a business can accommodate. If a worker, of an exempt business, must travel out of state for work, they must quarantine when they return from work (Note: This is consistent with stay at home order directed within EO 20-13).

All non-business travel to RI require a 14-day quarantine.

Refer [3/28/20 press conference](#) minute 00:43:25 for travel discussion

March 29, 2020

Refer to [3/29/20 press conference](#) minute 00:08:00 for stay at home and work travel to MA, minute 00:12:00 for travel order, and minute 00:31:30 for travel enforcement.

TRAVEL SUMMARY

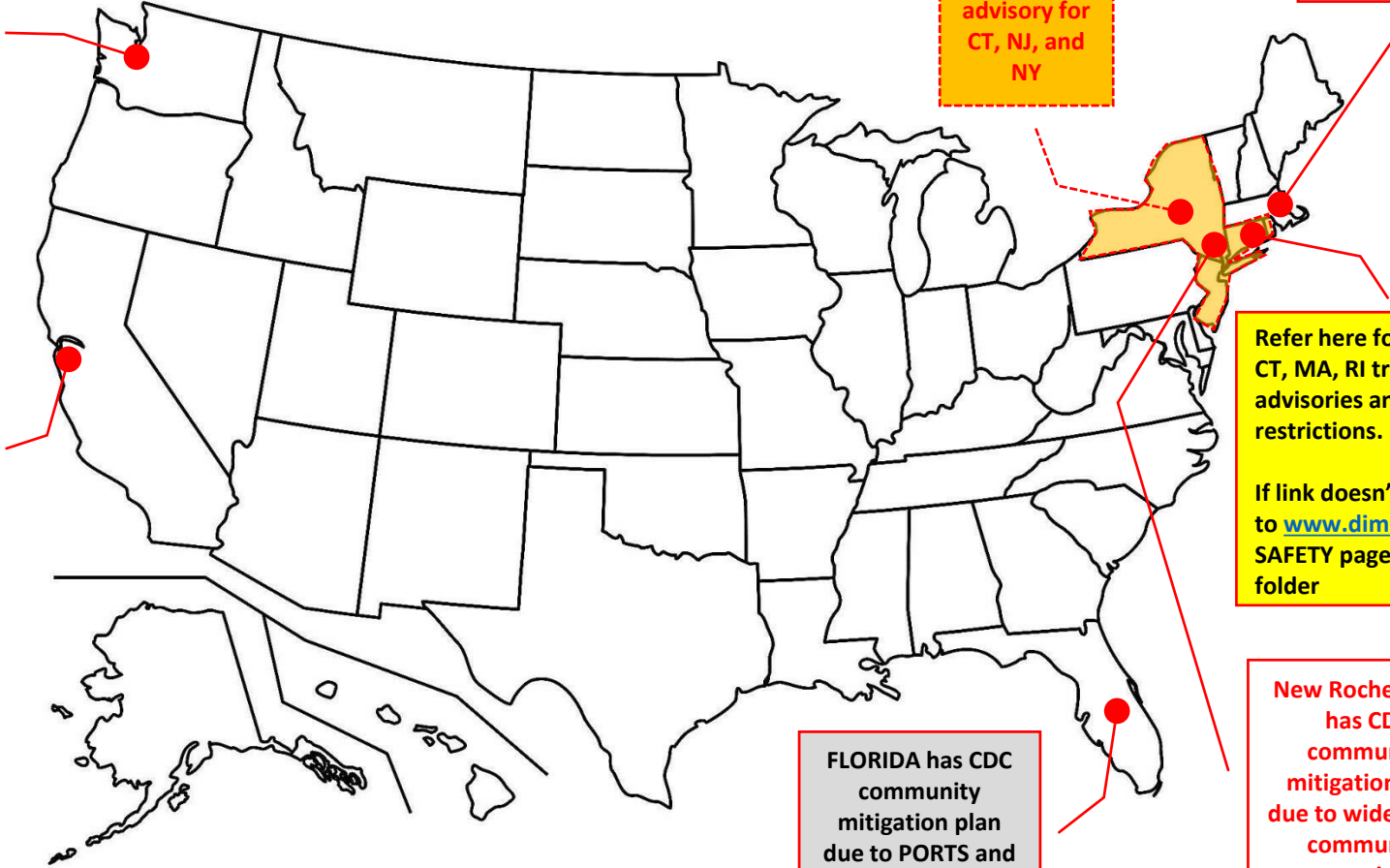
Construction is essential business in CT, MA, RI. Travel for work is permitted, as managing construction must be performed onsite. Approaching RI from 95 may require passenger cars to stop at checkpoint. Provide destination and continue to project.

CDC COVID19 Community Mitigation Plans United States March 21, 2020

[Click here](#)

Seattle, WA has CDC community mitigation plan due to widespread community transmission

Santa Clara, CA has CDC community mitigation plan due to widespread community transmission



CDC travel advisory for CT, NJ, and NY

Massachusetts has CDC community mitigation plan

Refer here for CT, MA, RI travel advisories and restrictions.
If link doesn't work, go to www.dimeo.com SAFETY page COVID19 folder

FLORIDA has CDC community mitigation plan due to PORTS and population of elderly

New Rochelle, NY has CDC community mitigation plan due to widespread community transmission

NOTE: CLICK ON TEXT BOX TO OPEN CDC RESOURCE PAGE

CDC COVID19 [Click here](#) Level 3 Travel Health Notices March 27, 2020

There is widespread, ongoing transmission of novel coronavirus worldwide (see [Global COVID-19 Pandemic Notice](#)). If you have traveled internationally in the past 14 days, stay home and monitor your health.



**Cruise |
Riverboats**

[Click here](#)

CDC COVID19 [Click here](#) Travel Recommendations

Bahamas
Ongoing community transmission of COVID-19 has been reported globally.

Travel Health Guidance

- Older adults and people of any age with serious chronic medical conditions are at increased risk for severe disease and should consider postponing nonessential travel to Bahamas.
- CDC recommends that you not travel when you are sick.

If you travel to Bahamas:

- Monitor your health and practice social distancing for 14 days after returning to the United States.
- Avoid contact with sick people.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds. If not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Visit CDC's webpage for additional information about travel to Bahamas.
Originally posted: 2020-03-11

Country Transmission Level

- Widespread ongoing transmission with conditions on entry to the United States
- Widespread ongoing transmission without restrictions on entry to the United States
- Ongoing community transmission
- Limited community transmission

Click on destination country for travel guidance



RECOMMENDED COVID-19 RESPONSE PLAN FOR CONSTRUCTION EMPLOYERS

LAST UPDATED: 3/19/20

The Laborers' Health & Safety Fund of North America (LHSFNA) recognizes that LIUNA signatory employers are committed to ensuring the safety and health of their workforce, including taking the appropriate steps to limit the spread of the novel coronavirus known as SARs-CoV-2 and the disease it causes, COVID-19.

Summary of Recommended Actions

What Can Construction Employers Do?

- ▶ Perform a risk assessment of the jobsite.
- ▶ Educate/train workers about general precautions and regularly communicate plans to limit the spread of COVID-19.
- ▶ Reinforce good hygiene practices and take steps to make it easy for workers to frequently wash their hands.
- ▶ Institute policies and practices that maintain physical distance between workers.
- ▶ Identify, clean and sanitize high-risk transmission areas regularly.
- ▶ Provide appropriate personal protective equipment (PPE)
- ▶ Require sick workers to stay home and send sick workers home.

What Can Construction Workers Do?

- ▶ Maintain good workplace hygiene, including hand washing practices and cough/sneeze etiquette.
- ▶ Maintain a distance of at least six feet from other workers when possible, unless the task warrants otherwise (e.g., when performing a team lift). Limit large group interactions. Follow these same practices off the job.
- ▶ Report symptoms of COVID-19 immediately. If you are sick, stay home. If you feel sick and are at work, tell your supervisor.
- ▶ Cooperate with response measures instituted by your employer and those recommended by health officials at the federal, state and local level.
- ▶ Do not share other workers' phones, PPE or other work tools and equipment.

The following guidance is designed to assist construction employers with implementing these recommended actions. This information is based on our current understanding of the virus and may need to be updated as this situation evolves.

Determining Risk for Construction Workers

Currently, construction is classified as a lower risk occupation according to the OSHA's Occupational Risk Pyramid for COVID-19. Current information suggests COVID-19 is spread through:

- ▶ Close personal contact, such as touching or shaking hands, followed by touching the mouth, nose or eyes
- ▶ Airborne respiratory droplets expelled during regular talking and breathing as well as coughing and sneezing
- ▶ Touching a contaminated surface or object, then touching the mouth, nose or eyes

Because of these transmission methods, being in close proximity (within but not limited to six feet) to an infected person can result in transmission. **Enclosed spaces (e.g. trailers, toilets), confined spaces and any space with recycled air presents additional exposure risk and should be avoided as much as possible.**

General Precautions for Construction Workers

- ▶ Avoid close contact with people who are sick. If you are sick or have close contact with someone who has COVID-19, stay home and call your healthcare provider.
- ▶ Wash your hands frequently with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol when soap and water aren't available. Always follow good handwashing practices:
 - Upon arriving at the jobsite and before going home at the end of the day
 - Before and after eating

- After using the toilet
 - After touching garbage or other waste materials
- ▶ Cover your mouth and nose when you cough and sneeze into a tissue if possible or your upper sleeve or elbow, not your hands, when tissues aren't available. Dispose of tissues in the trash after use.
- ▶ Avoid touching your eyes, nose or mouth as much as possible.
- ▶ Practice social distancing by limiting person-to-person contact within six feet, especially in large groups or in enclosed spaces. Don't shake hands when greeting others.

What Steps Can Employers Take to Limit the Spread of the Virus?

Ensure workers are able to follow good handwashing practices.

- ▶ Provide clean water and soap for workers to use several times a day. On construction jobsites, this may take the form of temporary water stations, such as setting up water jugs and hand soap throughout the jobsite.
- ▶ If clean water and soap are not available, provide hand sanitizer. Ensure that stations in toilets stay stocked at all times and provide additional hand sanitizer when needed.
- ▶ If soap and water or hand sanitizer is not available, a solution of bleach and water can be used for handwashing. It is not the preferred option, as frequent use may lead to contact dermatitis or lung irritation, especially if the prepared dilution is strong. Starting with common household bleach (5 percent strength in the U.S.), prepare the following solution for handwashing in a spray bottle:
 - 1.5 teaspoons OR half a tablespoon (about a capful of bleach) per quart of water
- ▶ Provide single use paper towels and trash cans for disposal.
- ▶ Allow workers to go on break to wash their hands, especially after using the bathroom and before or after eating.

Utilize work practices when feasible to limit the number of potentially exposed workers on the jobsite at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating crew access to a designated area during a shift. Stage the jobsite to stagger work and limit overlap of work crews.

Restrict access to enclosed and confined spaces. Confined and enclosed spaces (e.g., trailers) should be identified and access should be restricted to essential personnel only. Enclosed spaces (e.g., toilets, break areas) must be viewed as potential transmission areas and treated accordingly. Time spent in these areas should be reduced as much as possible.

Limit the number of workers gathering together at one time. Modify jobsite communications and planning to reduce or eliminate group gatherings. This includes communal break areas and any other activity that would bring a group of workers together on a jobsite. Create policies around the delivery of materials and visits by third parties to the jobsite.

When possible, practice social distancing. Instruct workers to maintain a distance of at least six feet apart as much as possible on the jobsite, whether indoors or outdoors, unless the task warrants otherwise (e.g., when performing a team lift).

Allow the voluntary use of N95 respirators. At this time, the level of exposure risk on a typical construction jobsite does not warrant employer-mandated use of respirators for all workers.

Practices for Cleaning and Disinfecting High-Risk Transmission Areas

Frequently clean and sanitize surfaces in common areas (e.g., break rooms, lunch areas, changing areas) as well as toilet facilities. Wipe down high-touch surfaces (e.g., faucets, handles to toilet facilities, tools).

Place handwashing stations, hand sanitizer or other hand cleaning methods at the entry and exit to the project or jobsite.

Clean and sanitize toilet facilities using the following best practices:

- ▶ Keep toilets, clean, sanitary and operational at all times. Ensure proper disposal of waste from these facilities.
- ▶ Consider providing additional toilet facilities if several workers will need to use the restroom at the same time (e.g., during scheduled breaks).

- ▶ Set a servicing schedule for cleaning, waste removal and replenishment of supplies such as toilet paper and handwashing agents.
- ▶ Use an EPA-registered cleaning agent specifically labeled for SARS-CoV-2: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.
- ▶ If an EPA-registered cleaning agent is not available, a solution of bleach and water can be used. Starting with common household bleach (5 percent strength in the U.S.), prepare the following solution for disinfecting:
 - Two tablespoons bleach per quart of water
- ▶ Always follow manufacturer instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).

Workers performing this cleaning and disinfecting should:

- ▶ Wear PPE. This may include N95 respirators, disposable gloves, protective clothing and eye protection. Gloves should be discarded after each cleaning.
- ▶ Clean dirty surfaces using a detergent or soap and water prior to disinfection.
- ▶ Be trained on safe donning, doffing and disposal of PPE to avoid infectious disease transmission. Clean hands immediately after PPE is removed.
- ▶ Be medically able to wear the type of respirator needed and trained on how to use it.
- ▶ Be aware of the differences between dust masks and N95s. Dust masks do not protect the wearer from airborne respiratory droplets. Remember: dust masks protect others from exposure to you; N95 respirators protect you from exposure to others.

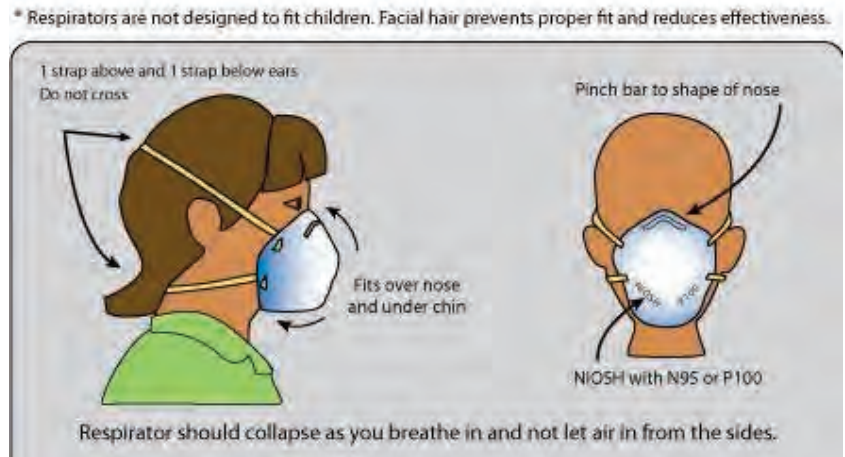
Assessing Workers for Symptoms

The greatest risk for exposure to COVID-19 is from fellow workers. Symptoms of COVID-19 are similar to the seasonal flu and may include mild to moderate respiratory illness, fever, cough and shortness of breath. Workers who present symptoms, such as fever or difficulty breathing, should call their health care provider. Workers should stay home if they:

- ▶ Are experiencing symptoms of COVID-19
- ▶ Have known exposure to a person with a confirmed case of COVID-19
- ▶ Suspect they may be infected but don't yet have symptoms (these workers should self-quarantine and seek testing)

Workers who experience these symptoms at work should report it immediately to a supervisor, be isolated from fellow workers and leave the site. Workers should follow a two-week quarantine after the onset of COVID-19 symptoms to prevent transmission of the virus to others. To limit the spread of the virus and its impact on daily operations, employers should consider available telework options for office staff.

Employers may consider implementing daily wellness checks before workers access the project or jobsite. Suggested assessment methods could include a questionnaire about potential symptoms and travel and/or a temperature check performed by a designated supervisor wearing the following PPE: an N95 respirator, protective clothing, disposable gloves and eye protection. If temperature checks are conducted, workers with a temperature of 100.4°F should be sent home and referred to their health care provider for further instructions. Because a person infected with coronavirus can pass the virus to others without exhibiting symptoms, temperature checks alone may not be sufficient to limit the spread of the virus.



- Grasp outside edge near wrist.
- Peel away from hand, turning glove inside-out.
- Hold in opposite gloved hand.



- Slide ungloved finger under the wrist of the remaining glove.



- Peel off from inside, creating a bag for both gloves.
- Discard gloves in waste container.

LHFSNA Next Steps and Additional Resources

Recommendations to limit the spread of COVID-19 and mitigate risk to workers may change as public health officials learn more about the virus. Additional information about transmission risk, signs and symptoms, travel restrictions and steps for the general public to limit the spread of the virus can be found in the Fund's fact sheet: *Coronavirus (COVID-19): Preparation and Response*, which is available at www.lhsfna.org.

CDC – Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-ncov

Interim Guidance for Businesses and Employers – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

OSHA – OSHA Guidance on Preparing Workplaces for COVID-19 – www.osha.gov/Publications/OSHA3990.pdf

NIOSH – Coronavirus Disease-2019 – www.cdc.gov/niosh/emres/2019_ncov.html

**COVID-19
SAFETY RESPONSE PLAN**

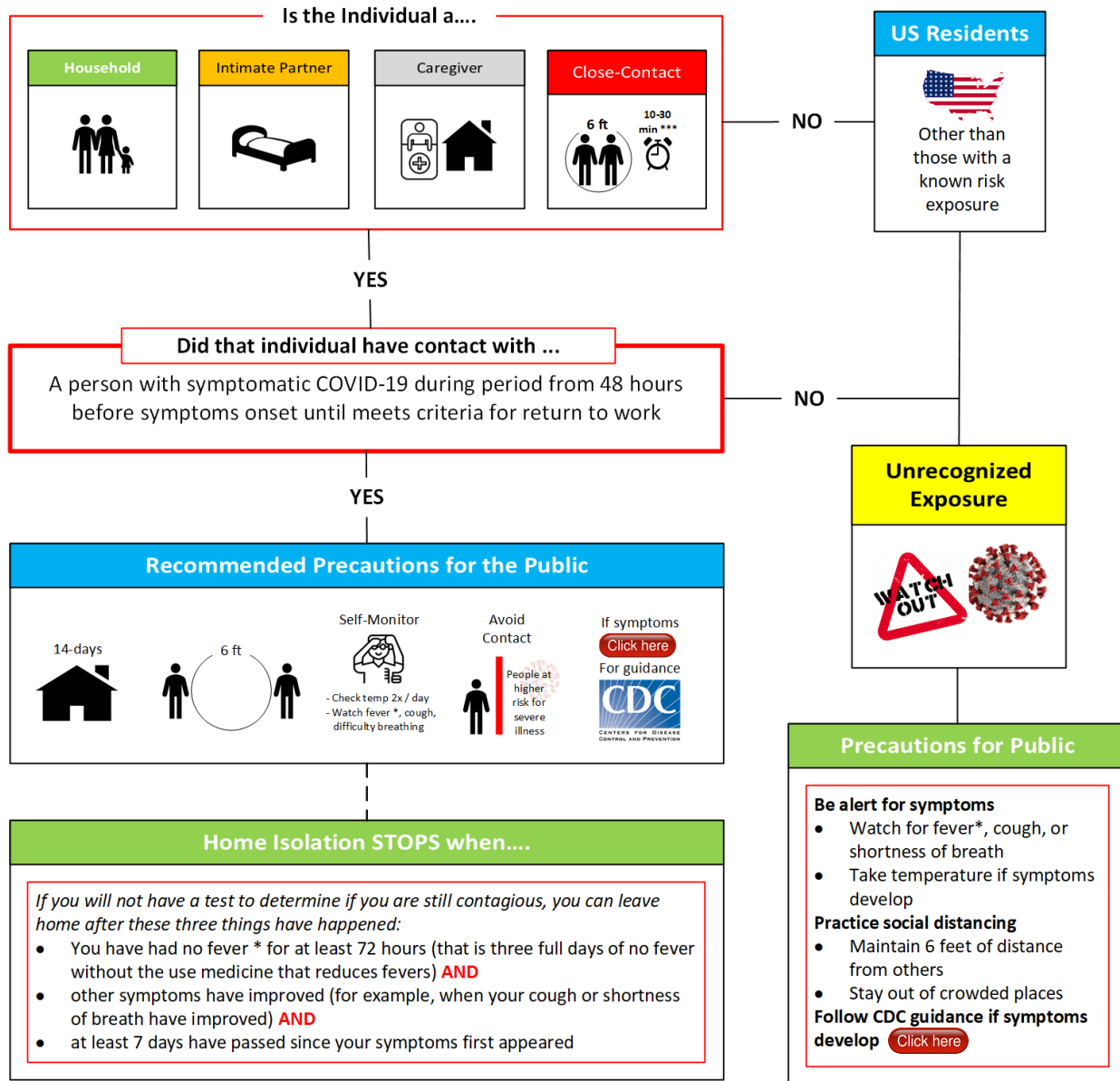
**Project Specific COVID-19
Hazard Risk Assessment**

COVID-19 Mitigation Plan - Risk Assessment and Response Action

File No.

Scenario:

Current CDC guidance based on community exposure, for asymptomatic person exposed to persons with known or suspected COVID-19 or possible COVID-19



Response Action:

Footnotes

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications (e.g., NSAIDs).

** Data are limited to define close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).

***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

COVID-19 Hazard Risk Assessment

Project: _____

COVID-19 Officer: _____

Date: _____

MANDATORY PERSONAL PROTECTIVE EQUIPMENT: Hard hat, work boots, safety glasses, gloves

| | YES | NO | Comments |
|--|-----|----|----------|
| COVID-19 signage posted throughout site | | | |
| Hand washing stations available with warm running water and soap 6' apart | | | |
| Daily health screenings available, including temperature readings when applicable | | | |
| Social distancing is being practiced, including access areas | | | |
| All staff bringing in their own food, no food trucks allowed | | | |
| Hoists/ elevators – material and one operator only, no riders | | | |
| Close-proximity work (work within 6') – requires a separate plan by Competent Person | | | |
| Break rooms, meeting rooms, commonly touched areas are disinfected twice daily | | | |
| No large gatherings of >5 people unless in large area where social distancing occurs | | | |
| No closed-space areas, such as break rooms, allowed | | | |
| Meetings are held virtually when possible or in large rooms | | | |
| Required PPE is provided to all employees | | | |
| No handshaking or exchange of materials (paper, pens, equipment) | | | |
| Wipe down equipment before use, after another person | | | |
| All Competent Persons have been issued required daily forms (health screen, PTP) | | | |
| Submit, electronically, all required information to COVID-19 Officer daily | | | |

Additional Information

Procedure for Field Observation of a Sick Person

As the crew leader you need to be aware of workers who may present in the field as ill. If you or one of your workers observes an individual who you feel is sick contact your project management team (Project Manager, Superintendent, or Site Safety Manager). Do **NOT** approach the individual.

Signs of illness include:

- Fever (100.4°F or greater) Sweating, chills (shivering), flush or red skin, or glassy eyes
- Cough usually dry but can produce phlegm
- Difficulty breathing, shortness of breath or chest pain

Project Management Team

Isolate the individual **outside** and use social distancing (6 Feet separation)

Interview the worker using the Personnel Survey Form Questions

- Do you have SIGNS OF FEVER² (e.g. feels warm, has a flushed face, glassy eyes, chills) or measured (100.4°F or greater) FEVER, Cough, Difficulty Breathing?
- Do you have any of the following: Runny or stuffy nose; sore throat; muscles aches, body aches or headache; tiredness or fatigue; nausea, vomiting or diarrhea?
- Have you been in close-contact for a prolonged period with a person diagnosed with COVID-19 (or, who has a COVID-19 pending test result), or has returned from a location with a level 3 travel health notice within the past 14 days?
- Do you have a physicians or public health order to enforce isolation, quarantine or conditional release related to COVID-19?

Responses and Actions

- NO, the worker(s) may begin and or continue work
- YES, the worker(s) is required to immediately leave the project, contact their primary care doctor, and remain out of work for the duration outlined below (Note: Provide sick employees with a tissue or paper towel (or instruct them to use their elbow or shoulder as a shield) when coughing or sneezing).

Duration:

- IF SYMPTOMATIC - Individuals who have symptoms of acute respiratory illness are to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer 2x per day), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
- IF Diagnosed with COVID-19 or in contact with someone diagnosed COVID-19 or Public Health Order – **medical note required for return to work.**



**COVID-19
SAFETY RESPONSE PLAN**

**Project Specific COVID-19
Site Safety Orientation**

April 9, 2020

| | | | |
|----------------------------|-------|--------------------------------|-------|
| Job Name: | _____ | Job Number: | _____ |
| Superintendent: | _____ | Job Address | _____ |
| Emergency Phone #'s | 9-1-1 | Safety Station: | _____ |
| Nearest Hospital: | _____ | First Aid Kit location: | _____ |
| Muster Point | _____ | | |

SDC PPE policy:

- **Minimum PPE:** Hard hat, safety glasses, long pants, work boots, shirts with sleeves
- **Additional PPE which may be required:** high visibility vests/shirts near heavy equipment, face shield for overhead/ flying object work (chop saws/grinders)

COVID-19 Awareness

- **Read and sign** toolbox talks on COVID-19 awareness and stop the spread of germs
- **Keep hands away from face**
- **Wash hands regularly** throughout the day and utilize the Sanitizing Stations located on site
- Have you traveled outside of the US in the past two weeks? Have you visited a Level 3 Quarantine Area?
- If you are feeling symptoms of flu or severe cold, sore throat, loss of smell or taste—stay home and/or remove yourself from the project.
- Communicate with your supervisor if you are not feeling well or think you have been exposed to COVID-19.
- Attend daily health screening during daily pre-task plan meeting.

Ladder Policy:

- Follow proper ladder safety at all times
- Damaged ladders are not allowed on site and must be removed immediately when found
- Never stand on top two steps of a step ladder
- Extend extension ladders at least 36" over its support & tied off
- Aluminum ladders are not allowed on site

Scissor Lifts:

- Chains must be on at all times when operating lifts
- Never stand on or climb mid or top rails of lifts
- Tie-off at all times while working from boom lifts
- All workers need to provide proof of training before use

SDC Fall Protection Policy:

- Fall protection is required when **working >6' from** your lower working surface
 - This includes scaffolds (erection, dismantling, and use), roofs, stair, elevator and mechanical shafts, and building edges and steel erection
- CM/GC will install guardrails and/ or warning lines where applicable.
- If rails are removed, the area must be properly blocked, and all workers inside must tie-off.
- Workers using Personal Fall Arrest Systems will need to be adequately trained.
- All personal fall arrest equipment will be provided by each sub-contractor.
- All anchorage points are the responsibility of each sub-contractor. Anchor points need to support 5,000 pounds per person attached.
- All personal fall arrest equipment must be tagged and labeled as "personal fall arrest equipment." Rigging straps are not allowed to use as tie-off points.

- Inspect all personal fall arrest equipment before each use. If anything is frayed, torn, or otherwise looks in poor shape, remove it from service and label “out of service” right away.
- **Fall distances** – know what your equipment is designed for; a standard 6’ lanyard will allow a fall up to 18’-6” from the anchorage connecting point. PFAS must be designed and used by competent people only.

SDC Scaffold Policy:

- All scaffolds will be inspected by a competent person daily and a company tagging system must be in place (by sub trade) to indicate if scaffold is safe for use
- All scaffolds will have adequate fall protection >6’, fully planked working levels, proper bracing, and safe access >24” from its support
- Scaffold erectors and dismantlers must tie off or submit scaffold feasibility study/JSA
- **Baker/ Perry Scaffolds will have guardrails >4’**
- Scaffolds will have adequate base supports, including base plates, screw jacks, and/or casters and be square, level, and plumb

SDC Electrical Safety:

- Power throughout all phases of construction shall be GFCI protected
- **No LIVE work is allowed**
- Proper lockout/tagout is required when isolating power
- All energized rooms, panels and circuits must be labeled and secured
- No Laundry Drops are allowed – all temp power must be in the form of GFCI protected 4-way receptacle
- All power cords and electric tools need to be inspected daily
- Temp lighting is to be inspected daily and maintained by electrician

Incident/Injury Reporting:

- Inform CM/GC project superintendent of all injuries
- Incident first report to be completed within 24hrs
- Report all unsafe acts or conditions to project superintendent

Subcontractor Safety Plans and worker Training:

- Project Safety Plans/Safety Manuals – must be written based on scope of work and submitted to the Shawmut Safety Manager prior to work commencing
- Job Safety Analyses – must be written for all high-risk work
- Worker training – you must be trained in the tools and equipment you are using. If you are not trained inform your foreman and never work with tools or equipment you are not adequately trained on first.
- All workers are responsible to have proof of training on them at all times.

Hazard Communication Program:

- MSDS are to be submitted for each hazardous chemical before it is brought on site; if you have any questions or concerns speak to the Shawmut Superintendent
- All workers need to be trained in proper use of chemicals they are working with
- All containers need to be properly labeled
- Employers need to provide proper protective equipment and training to use such equipment
- All workers are always responsible to have proof of training on them.
- Report any overexposure or spillage to the site superintendent immediately

Hazardous Materials

- A Hazardous Materials Report has been produced and is maintain on site at all times. The site has been inspected for hazards, such as lead, asbestos, and mold but never assume a material is clean before disturbing materials ask the CM/GC Superintendent first.

- Only authorized and properly trained employees will be allowed to work with hazardous materials. If you encounter any identified or suspected hazardous materials, you will stop work and immediately notify the CM/GC Site Superintendent.
- All employees shall observe and follow all "Warning Signs" and barricades
- The following materials have been identified as problems on this site:

| |
|---|
| <ul style="list-style-type: none">•••• |
|---|

Hoisting/Hydraulic equipment:

- All workers need to provide proof of training before use
- All permits and other paperwork must be complete and submitted to CM/GC Super
- Swing area needs to be labeled and protected with signage and/ or barricades
- Equipment must be inspected daily

Fire Protection:

- Hot work permit must be filled out
- Flammables are stored outdoors when not in use in approved storage containers
- Compressed gas cylinders need to be stored upright as per OSHA standards and secured at all times.
- Smoking is NOT ALLOWED on any job site.

Safety Meetings:

- Will be held regularly by Shawmut and all foreman must attend
- All foremen must conduct a toolbox talk with their employees weekly and submit the sign in sheet and topic for to Shawmut Super every week.

Housekeeping:

- All trades are required to clean up after themselves per contractual agreements
- SDC will consider ergonomics when developing a rubbish plan (trash chutes/ etc.)
- No materials will be stored inside or outside the construction area without the prior approval of CM/GC Superintendent.
- All work areas should be cleaned daily of trash, debris, and non-useful materials.

Emergency Action Planning

- If someone is hurt and needs help, call emergency number immediately
- If you hear an alarm or horn blast, evacuate the building immediately
- Upon a site evacuation, meet at the muster point and check in with your immediate foreman
- Your foreman will report any missing individuals to the Super

Worker Decorum

- All tradesmen shall enter and exit the jobsite in a professional, courteous manner. It is imperative that the conduct of all employees is such that we are accepted as guests within the neighborhood. Violation of this principle will result in immediate dismissal from the project.
- Under no circumstances will any worker on a Shawmut sites possess, use, or be under the influence of alcohol or drugs during work hours.

Communication

- The success of this project is driven by communication and teamwork.
- Meetings—the Superintendent will hold weekly foremens meetings to address concerns. If you have any concerns discuss with your foreman so he/she can bring up at this meeting. If it is an immediate concern, discuss with the Superintendent.

- All workers shall report to supervisory personnel any unsafe condition or potentially hazardous situation that comes to their attention.

Quality Control and Assurance

- If there is a question about safety or product ask your foreman to verify the safe and accurate installation of all materials. We want you to be safe and only want to install the product once; asking the question ahead of time can save injuries, time, and money.
- Foremen need to make sure you are using the most updated design.
- Inspections—coordinate all required inspections through the Superintendent.

Total Worker Health

- Construction is a dangerous, labor intensive business. We need you to be at your best to perform you daily tasks and that includes both physically and mentally.
- You may never be under the influence of a mind altering substance while working on a jobsite. This includes prescribed, legally purchased, or otherwise.
- If you suspect someone may be under the influence, please inform the superintendent.
- The construction industry has lost many people to Opioid overdose. As a result, we want to recognize this and offer some help.
- If you know of someone struggling with Substance Use Disorder, Opioids or other mental health issues, please visit our jobsite safety boards which contain many resources to consult.
- Here are the signs of to look for in an overdose:
 - Small, constricted “pinpoint pupils”
 - Falling asleep or loss of consciousness
 - Slow, shallow breathing
 - Choking or gurgling sounds
 - Limp body
 - Pale, blue, or cold skin
 - Not responsive to loud sound or appropriate physical stimulation
- If you suspect someone may be experiencing an overdose, call 911 right away, and:
 - Administer naloxone, if available.
 - Try to keep the person awake and breathing.
 - Lay the person on their side to prevent choking.
 - Stay with him or her until emergency workers arrive.

Statement of Commitment

By signing this orientation, I understand that safety is my priority and I will comply with all Safety Standards, as well as local, state, and federal Safety Standards. I understand I have the authority to stop work if unsafe conditions exist and report it to the Superintendent immediately.

No sign in required at this time.

We will take your picture as well as a picture of all your training documents, but we do not want to share any material (paper, pens, certs, licenses, etc.).

Remember to follow social distancing at all times and wash your hands often.

**COVID-19
SAFETY RESPONSE PLAN**

COVID-19 Training Toolbox Talk

Job Name _____ Date: _____

Coronavirus Disease (COVID-19)

Safety Stand-down

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases and this year we are now experiencing COVID-19. This has been affecting people all over the world and is of particular concern to older people (60+) and people with underlying health conditions. This is not to say that others can't be affected by this, but statistics show the people in those groups are at the greatest risk.

Common signs of infection include respiratory symptoms, fever, cough, sore throat, loss of smell or sent, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What we know so far is that infected people can spread COVID-19 through their respiratory secretions, especially coughs and sneezes. [According to CDC](#), spread from person-to-person is most likely among close contacts (about 6 feet). This is thought to occur mainly via droplets produced when an infected person coughs or sneezes. These can land in the mouths or noses of, or can be inhaled by, those nearby. It is unknown if COVID-19 can be transmitted by a person touching a virus-laden surface and then touching their own mouth, nose, or possibly their eyes.

Standard recommendations to prevent infection spread include:

- **Clean your hands.**
Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub. We will install sinks with disposable towels and trash cans. Please make sure and use the trash cans. If you see they are full or we are missing products, please notify us right away.
- **Avoid close contact.**
Avoid close contact with other people. We want to maintain 6' of distance from others at all times. If you must work in close proximity you must notify your supervisor and we will work on a plan together to make sure you have all the proper equipment.
- **Stay home when you are sick.**
we have implemented a Zero Tolerance for anyone that is sick. At all times, you must stay home from work when you are sick. This will help prevent spreading your illness to others.

- **Cover your mouth and nose.**
Cover your mouth and nose with a tissue when coughing or sneezing; this may prevent those around you from getting sick. Flu and other serious respiratory illnesses are spread by cough, sneezing, or unclean hands.
- **Avoid touching your eyes, nose or mouth.**
Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- **Twice daily cleaning of commonly used / touched areas**
We will ensure all commonly touched areas and surfaces are cleaned twice a day.
- **Food/ break rooms**
At no point should we ever see >10 people gathered together. All meetings and breaks are to be taken outside or in an open air space.
- **Daily health screening.**
Upon entering the site each day, you will attend a safety huddle with your foreperson who will ask you a series of health related questions. It is imperative and the success and health of everyone on this site depends on honesty.

If someone has visited a Level 1 region within the past 14 days, they will not be required to self-quarantine and they will be asked to self-monitor their health (fever, cough, shortness of breath).

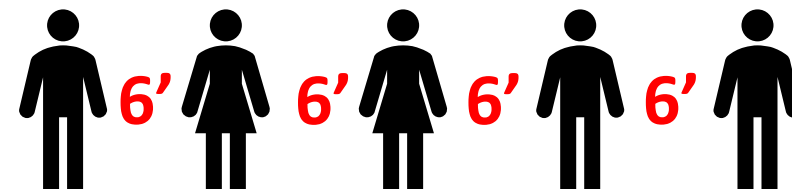
Sanitary Facilities Management Best Practices

- Space port-a-johns (POJ) 6 ft apart
- Hand sanitizer to be provided in POJ
- Portable or fixed wash sinks
- Cleaning 2 x per day
- Signage



Designated Smoking Area Management Best Practices

- Provide multiple locations, or enlarge existing
- Locate in area that doesn't conflict with other spaces
- Signage



of more than 5

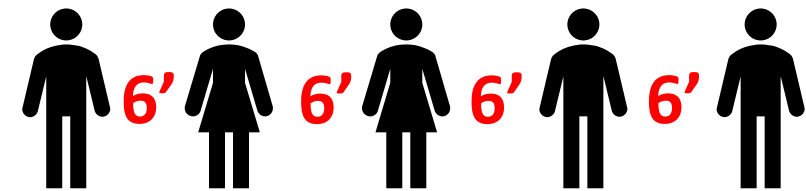


No Congregating In groups



Catering Truck Management Best Practices

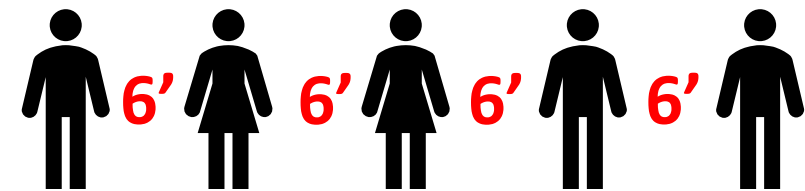
- Only wrapped food
- Single person dispenses coffee
- Social distancing
- Dept of health requirements?
- Signage



of more than 5

Break Areas Management Best Practices

- Sanitary – clean, disinfect, garbage cans with plastics liners
- Appliances – keep in sanitary condition
- Limit group size
- Maintain 6 ft spacing
- No sharing food or drinks
- Individual meals and drinks
- Signage



of more than 5

**COVID-19
SAFETY RESPONSE PLAN**

**COVID-19 Daily Health Screening
and Pre-task Plan**

COVID19 Mitigation Program Roles and Responsibilities

| Category | Individual | Co-worker | Subcontractor | Construction Manager |
|-------------------|---|--|--|--|
| Wellness | <ul style="list-style-type: none"> Evaluate self and family for symptoms DO NOT REPORT TO WORK IF SICK. LEAVE WORK IF SYMPTOMS APPEAR Respond to daily health survey truthfully Attend weekly TBT | <ul style="list-style-type: none"> Direct co-worker exhibiting symptoms to supervisor | <ul style="list-style-type: none"> Review and certify health survey Send workers with symptoms home If worker didn't show up to work, call and find out why? If worker calls in sick, ask why Review TBT | <ul style="list-style-type: none"> Provide survey Develop and implement temperature taking program as mandated for Public Projects in MA <ul style="list-style-type: none"> Confined space Enclosed bldg. Include "if experiencing symptoms, leave work" with each TBT |
| Social Distancing | <ul style="list-style-type: none"> Do not congregate (10 people or more) Avoid face to face discussion Maintain 6 ft spacing from other workers Be respectful – the 6 ft spacing is going to take time to get used to | <ul style="list-style-type: none"> Step aside if someone wants to pass by Support your co-worker with the 6 ft spacing – this is going to take time to get used to. | <ul style="list-style-type: none"> Hold meetings outside if possible Keep meetings to less than 10 people Assign work so workers can maintain 6 ft spacing If 6 ft spacing is not possible develop close-contact work plan – coordinate close contact work with CM | <ul style="list-style-type: none"> Use virtual meetings if possible (e.g. zoom, face time, Teams) Hold meetings outside if possible Plan work sequence to minimize multi-trade close-contact work Keep meetings to less than 10 people |
| Hygiene | <ul style="list-style-type: none"> Pack a lunch Bring your own drinks Avoid touching eyes, nose, mouth with hands Clean and disinfect your work area and bathroom 100% glove and eye protection use | <ul style="list-style-type: none"> Do not share food or drinks Clean and disinfect your work area Remind co-worker to maintain good hygiene practices – everyone depends on it. | <ul style="list-style-type: none"> Do not use community water jugs. Provide individual water bottles Clean and disinfect break areas (appliances, tables, trash), equipment, supplies, vehicles, for example. | <ul style="list-style-type: none"> Provide hand cleaning stations at port-a-johns Provide trash containers with plastic liners Clean and disinfect community high touch surfaces |
| Close-Contact | <ul style="list-style-type: none"> Check your wellness Use mask, face shield Limit face to face discussion | <ul style="list-style-type: none"> Report co-worker to supervisor if they exhibit symptoms Remind co-worker to use mask, face shield | <ul style="list-style-type: none"> Develop a list of close-contact work tasks Provide mask, face shield | <ul style="list-style-type: none"> Request list of close-contact work tasks from subcontractors Observe work to ensure PPE is used |

How will you remain safe with COVID-19?

(Follow all CDC and OSHA guidelines)

- No one that is sick may be on site (cough, fever, body aches, shortness of breath)
- Maintain 6' social distancing at all times, including on elevators/ hoists
- No gathering of more than 10 people in one room (unless it's an auditorium or equivalent)
- Frequently wash hands and try not to touch your face
- Notify SDC super immediately if you have any concerns (see workflow)

Access & Housekeeping

(Ex. Ladders, ramps, cords, debris, etc.)

- Clear access and egress
- Proper material storage
- Trip, slip, and fall hazards eliminated

Tools & Equipment / PPE

(Ex. Grinders, masonry saw, chop saw, skill saw, impact gun, etc.)

- All tools in good working condition with all guards in place
- Correctly labeled equipment
- Safety glasses, hard hats 100% of the time
- Face shields and gloves used when needed

Are you working at heights?

(Ex. Above 6')

- Have you been trained (do you have record of this training)?
- Do you have the proper equipment & has it been inspected?
- Utilize 100% fall protection tie-off at all times at heights equal to and exceeding 6'
- Personal fall arrest equipment must be tagged and designed for use as PFAS only

Is there any potential for electrical hazards?

(Ex. Temp electrical work, de-energized, panel access, general use, etc.)

- No live electrical work including voltage testing
- All house power must use GFCI protection
- Are your cords in good condition, inspected, and free from damage?
- Is Lock-out tag-out needed in your work area?

| | |
|---------------------|-------|
| Project Name: | Date: |
| Subcontractor Name: | |
| Foreman Name: | |
| Foreman Signature: | |

Daily Pre-Task Plan

| |
|--------------------------|
| What are we doing today? |
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|-----------------------------|
| Where are we working today? |
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|--------------------|
| What can go wrong? |
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|---------------------------------|
| How can we prevent an incident? |
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| |
| |
| |

Daily Individual Health Check

Do you have any of the following:

- Shortness of Breath?
- Cough?
- Fever?

Does anyone in your home have the above?

Has anyone traveled to a high-risk area recently?

Hygiene:

- Wash your hands with soap and water before and after eating, drinking, smoking, or touching your face
- Avoid touching your face as much as possible
- Use antibacterial lotion when running water and soap are inaccessible
- No handshaking
- When entering a machine or vehicle that you are not sure you were the last person to enter, wipe down the interior and door handles with disinfectant

Social Distancing:

- Maintain 6' of space between you and your co-workers at all times
 - This includes during break times and usage of elevators/hoists/stairs
- All crew meetings are to be held outside

**ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK.
IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF
YOU SEE SOMEONE SICK, SEND THEM HOME!**

Coronavirus (COVID-19) Return to Work Worksheet

| Survey Questions | | | | | |
|---|--|---|--|---|--|
| <ol style="list-style-type: none"> 1. Do you have <u>SIGNS OF FEVER</u>¹ (e.g. feels warm, has a flushed face, glassy eyes, chills) or measured (100.4°F or greater) FEVER, COUGH or DIFFICULTY BREATHING? 2. Do you have a runny or stuffy nose; muscle aches, body aches or headache; tiredness, or fatigue; nausea, vomiting or diarrhea? 3. Have you been in close-contact for a prolonged period with a person diagnosed with COVID-19 (or, that has a pending test result) within the past 14 days? 4. Do you have a physicians or public health order to enforce isolation, quarantine or conditional release related to COVID-19? | | | | | |
| Duration | | | | | |
| <ol style="list-style-type: none"> 1. <i>If symptoms of acute respiratory illness – instruct the employee to stay home and not come to work until you are free of fever (100.4° F or greater using an oral thermometer 2x per day) for at least three full days of no fever without the use medicine that reduces fevers, AND other symptoms have improved (for example, when your cough or shortness of breath have improved), AND at least 7 days have passed since your symptoms first appeared.² or provide a medical return to work note³.</i> 2. <i>If symptoms refer to no. 1.</i> 3. <i>If potential exposure to COVID-19 through testing (i.e. confirmed, pending, presumed), or travel: Instruct employee to self-quarantine for 14 days and self-observe for symptoms. If symptom free at end of 14-days employee may return to work. If they become symptomatic refer to no. 1.</i> 4. <i>If you a physicians or public health order – provide a note clearing your return to work.</i> | | | | | |
| Return to Work Worksheet | | | | | |
| Symptoms | | Potential Exposure | | Order | |
| Date of last fever of ≥100.4°F | | Did you remain symptom free during the self-quarantine? | | | |
| Have symptoms improved (e.g. cough and shortness of breath)? | | Date quarantine started | | | |
| Date of first symptom | | Date quarantine ended | | | |
| Today's date | | | | | |
| Has 3 full-days past since fever? | | | | | |
| Has 7 days passed since date of first symptom? | | | | | |
| Does individual have a medical return to work note? | | | | Does the individual have a medical return to work note? | |
| Does the individual qualify for return to work? | | Does the individual qualify for return to work? | | | |

¹ **SIGNS OF FEVER** The self-reported history of feeling feverish when a thermometer is not available, or the ill person has taken medication that would lower the measured temperature. The appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.

² Refer [CDC COVID19 When to End Isolation](#)

³ Refer [CDC bullet point four \(4\) within section entitled Maintain Healthy Business Operations](#)

Incident Involving COVID-19

1. Determine if the CASE has been presumed, confirmed or clinically diagnose COVID-19?
2. If the CASE is on the project
 - a. Direct the CASE to immediately leave the building, provide the CASE with a face cover, maintain a distance of at least 6 feet and avoid face to face discussion.
 - b. Direct the CASE to isolate themselves in their car, obtain their cell phone number.

Note: If the case is experiencing life threatening symptoms call 9-1-1 refer to **Incident Involving Serious Injury or Death.**

 - c. Issue an orderly shelter in place.
 - d. Refer to **Step 5**
3. If the CASE is not on the project refer to **Step 4.**
4. Try to determine the answers to the following questions (keep the identity of the CASE private to extent that is possible):
 - a. Contact the CASE and determine the surfaces that were touched, the pathway(s) traveled, and the room(s) entered
 - b. Refer to **Step 5** if these locations impeded egress
 - c. If these locations do not impede egress, release workers from shelter in place, restrict their egress route.
 - d. Identify when the CASE experienced the first symptom of COVID19
 - e. Identify close-contacts (i.e. within 6 ft for a prolonged period (10 minutes)) of the CASE for the period 48 hours prior to the onset of the first symptom up to the time the CASE was no longer on the project?
 - f. Direct the case to go home, contact their health care provider, and to remain isolated until 3 full days of no fever, symptoms are improving, and at least 7-days have past since the onset of the first symptom.
5. Clean and disinfect the touch points and locations that the CASE may have been in contact with (to the extent that these touch points and or locations had not been previously cleaned, disinfected, or following time period elapsed:

| | Aerosol (suspended) | Copper | Cardboard | Stainless Steel | Plastic | Wood | Glass |
|------------------------------------|------------------------|--------|-----------|-----------------|---------|---------|---------|
| COVID-19 Time viable on surface | 3 hrs. | 4 hrs. | 24 hrs. | 72 hrs. | 72 hrs. | 96 hrs. | 96 hrs. |

6. If an orderly evacuation was issued before **Step 5** was completed
 - a. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure.

Incident Involving COVID-19

- b. The Contractor shall post signage, barricades and other protective measures to ensure the area remains undisturbed
- c. Clean and disinfect the high touch surfaces and locations identified by the CASE, if known. If not known, all locations.
- d. The areas may re-open once the cleaning and disinfecting procedures have been completed.

| Name | Name | Name | Name |
|------|------|------|------|
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No sign in required at this time.

We will take your picture as well as print your name, but we do not want to share any material (paper, pens, certs, licenses, etc.).

Remember to follow social distancing at all times and wash your hands often.

NIOSH Reach II Study

Understanding and Selecting Respiratory Protection Devices

While it is your employer's responsibility to provide policies, programs, training, and guidance on respirator use, it is the healthcare workers who implement these procedures. Do you know when to use respiratory protection? If so, do you understand what type of protection to choose and how to use it properly?



N95 Filtering Facepiece Respirator

or



Surgical Mask

Seasonal Influenza

Patient with suspected or confirmed seasonal influenza.

Close contact

Surgical mask equivalent or higher

Aerosol-generating procedure

N95 Filtering Facepiece Respirator (FFR) equivalent or higher

Airborne Precautions

Patient with suspected or confirmed infectious disease requiring airborne precautions (e.g., measles, tuberculosis)

Close contact

N95 FFR equivalent or higher

Aerosol-generating procedure

N95 FFR equivalent or higher

Droplet Precautions

Patient with suspected or confirmed infectious disease requiring droplet precautions (e.g., pertussis)

Close contact

Surgical mask equivalent or higher

Aerosol-generating procedure

Surgical mask equivalent or higher

Coronavirus (COVID-19) Daily Personnel Health Survey

Due to the ongoing COVID19 pandemic, is requiring (*...say the name of your company...*) to perform a pre-shift personnel health survey. The health of our team, your family and your friends (*...look at each crew member...*) is dependent upon the sincerity of your responses. Everyone is required to participate with this survey. As your crew leader, I understand that you may be uncomfortable responding to the questions within a group setting. If this is the case, please respond to the me immediately after this meeting.

Note for crew leader: To prevent stigma and discrimination in the workplace, use only the questions described below to determine the risk of COVID-19 transmission. Do not make determinations of the risk-based on race or country of origin and be sure to maintain the confidentiality of people with confirmed COVID-19. If a worker does not wish to participate in the survey they will be considered a direct threat¹ to his/her team and project community and must be asked to leave the project immediately.

| Survey Questions |
|--|
| <ol style="list-style-type: none"> Do you have SIGNS OF FEVER² (e.g. feels warm, has a flushed face, glassy eyes, chills) or measured (100.4°F or greater) FEVER, Cough, Difficulty Breathing? Do you have any of the following: Runny or stuffy nose; sore throat; muscles aches, body aches or headache; tiredness or fatigue; nausea, vomiting or diarrhea? Have you been in close-contact for a prolonged period with a person diagnosed with COVID-19 (or, who has a COVID-19 pending test result), or has returned from a location with a level 3 travel health notice within the past 14 days? Do you have a physicians or public health order to enforce isolation, quarantine or conditional release related to COVID-19? |
| Actions |
| <p><input type="checkbox"/> If the answer is YES, you (the employee) are required to immediately leave the project, contact your primary care doctor if symptomatic, and remain out of work for the duration outlined below (Note: Instruct the employee to cough or sneeze into their elbow or shoulder. Provide a tissue or paper towel, if available. If coughing or sneezing, disinfect any surface that the employee may have touched with a solution of bleach and water (4 teaspoons per 32 ounces of water).</p> |
| Duration |
| <ol style="list-style-type: none"> If symptoms of acute respiratory illness – instruct the employee to stay home and not come to work until you are free of fever (100.4° F or greater using an oral thermometer 2x per day) <u>for at least three full days of no fever without the use medicine that reduces fevers, AND other symptoms have improved (for example, when your cough or shortness of breath), AND at least 7 days have passed since your symptoms first appeared.</u>³ or provide a medical return to work note. If symptoms of illness – instruct the employee to stay home and not come to work until your <u>symptoms have improved (for example, when your cough or shortness of breath), AND at least 7 days have passed since your symptoms first appeared.</u>⁴ or provide a medical return to work note. IMPORTANT: If FEVER presents refer to duration 1. |

¹ Refer [EEOC 2009 Pandemic Preparedness in the Workplace and ADA](#)

² **SIGNS OF FEVER** may be considered present if a person has not had a temperature measurement but feels warm to the touch or gives a history of feeling feverish. The self-reported history of feeling feverish when a thermometer is not available, or the ill person has taken medication that would lower the measured temperature. The appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.

³ Refer [CDC COVID19 Caring for Someone at Home](#)

⁴ Refer [CDC COVID19 Caring for Someone at Home](#)

Coronavirus (COVID-19) Daily Personnel Health Survey

3. *If potential exposure to COVID-19 through testing (i.e. confirmed, pending, presumed), or travel: Instruct employee to self-quarantine for 14 days and self-observe for symptoms. If symptom free at end of 14-days employee may return to work.*
4. *If you a physicians or public health order – provide a note clearing your return to work.*

COVID-19 Mitigation Plan Cleaning and Disinfecting Procedures

COVID-19¹ is a new respiratory virus. COVID-19 spreads mainly from person to person. It is spread through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land on people who are nearby (within 6 feet). It may also be possible for a person to get COVID-19 by touching a contaminated surface or object and then touching their own mouth, nose, or eyes.

Cleaning and disinfecting objects and surfaces, especially those that are frequently touched (such as doorknobs, handles, tabletops, etc.) can help prevent the spread of COVID-19. The CDC uses the following definitions for cleaning and disinfecting:

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

This procedure includes a review of materials that will be found on this project and length of time COVID-19 remains viable will on that surface (table 1), as well as, cleaning and disinfecting procedures (table 2). This document will be supplemented with a list of project specific list of frequent touched surfaces categorized as follows: Community and Subcontractor.

Table1

| | Aerosol (suspended) | Copper | Cardboard | Stainless Steel | Plastic | Wood | Glass |
|------------------------|---------------------|--------|-----------|-----------------|---------|---------|---------|
| COVID-19 Survival Rate | 4 hrs. | 4 hrs. | 24 hrs. | 72 hrs. | 72 hrs. | 96 hrs. | 96 hrs. |

Table 2

| Cleaning and Disinfecting Procedures | | | | | | |
|--|---|---|--|-----------------|--|--|
| Supplies | General Procedure | Soft Porous Materials | Hard Non-Porous Surfaces | | | |
| <ul style="list-style-type: none"> • Waterproof gloves, such as nitrile or dishwashing gloves • Gloves protect you from exposure to the virus and to the cleaning chemicals • Provide gloves in a variety of sizes. Gloves that are too big make it hard to hold objects and easier for bacteria and virus to get inside. Gloves that are too small can rip or tear • Soap or detergent, warm water, clean towels, plastic trash bags • 1000 ppm of sodium hypochlorite (bleach) • Disposable gowns for all cleaning related tasks, including handling trash • Masks and goggles (optional to protect yourself from exposure to cleaning chemicals) | <ol style="list-style-type: none"> 1. Wear gloves while cleaning. 2. Use chemicals in a well-ventilated area. NEVER mix cleaning chemicals with one another. This may create hazardous gases. 3. Prevent chemical contact with food during cleaning. 4. Handle used towels, gloves, etc. as little as possible. | <p>Soft, porous materials include clothes, carpeting, rugs, towels, clothing, sofas, chairs, bedding, soft fabric toys (i.e., stuffed animals), etc.</p> <p>Steps for cleaning and disinfecting:</p> <ol style="list-style-type: none"> 1. If no gloves are used. Be sure to wash hands afterwards. 2. Do not shake material 3. Place soft, porous materials in a bag. 4. Separate ill persons clothes 5. Launder using hot water and a detergent containing color-safe bleach. 6. Dry on high heat. 7. Place bag liner in hamper. | <p>Hard non-porous surfaces include stainless steel, floors, kitchen surfaces, countertops, tables and chairs, sinks, toilets, railings, light switch plates, doorknobs, metal/plastic toys, equipment.</p> <p>Steps for cleaning and disinfecting:</p> <ol style="list-style-type: none"> 1. Follow labeled instructions on all containers. 2. Clean surface with soap and water to remove all visible debris and stains. 3. Rinse surface with clean water and wipe with clean towel. 4. Apply the disinfectant. To effectively kill the virus, make sure the surface stays wet with the disinfectant for at least 1 minute (if bleach) before wiping with a clean towel (Note: the time solution is in contact with surface is determined by disinfectant refer to EPA list below) 5. Rinse with water and allow surface to air dry. Rinsing the surface with water following use of a disinfectant is especially important if the surface is in a food preparation area. 6. Remove gloves and place in a trash bag and discard. 7. Wash hands after removing gloves and handling any contaminated material, trash or waste. | | | |
| | | Warning | | Cleaners | Electronics | Disinfectants |
| | | | | | <p>For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.</p> <ol style="list-style-type: none"> 1. Follow the manufacturer’s instructions for all cleaning and disinfection products. 2. Consider use of wipeable covers for electronics. 3. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids. | <p>Bleach solution. To make a bleach solution, mix 4 teaspoons of bleach to 1 quart of water. For a larger supply, add 1/3 cup of bleach to 1 gallon of water. Use the solution within 20 minutes.</p> <p>Other EPA-approved disinfectants may be used if they are effective against COVID-19 or other infections. For specific disinfectants against COVID-19, visit EPA List of Disinfectants for SARS-CoV-2. The list contains products for soft and hard surfaces.</p> <p><u>For surfaces that corrode or are damaged by bleach</u>, use registered products effective against the specific virus/bacteria that are rated to not damage that surface type.</p> |

¹ SARS-CoV-2 is the virus and COVID-19 is the disease. To reduce confusion, this document will refer to SARS-CoV-2 as COVID-19.

DO NOT MIX THESE CLEANING PRODUCTS

BLEACH + VINEGAR

Bleach and vinegar mixture produces chlorine gas, which can cause coughing, breathing problems, burning and watery eyes.



BLEACH + AMMONIA

Bleach and ammonia produce a toxic gas called chloramine. It causes shortness of breath and chest pain.



BLEACH + RUBBING ALCOHOL

Bleach and rubbing alcohol makes chloroform, which is highly toxic.



HYDROGEN PEROXIDE + VINEGAR

This combination makes peracetic/peroxyacetic acid, which can be highly corrosive



Alcohol based wipes or sprays with at least 70% isopropyl alcohol. Dry surfaces thoroughly to avoid pooling liquids.



Guide to Face Mask Selection and Use

Choose the right mask for the task! Select the mask design, fit and filtration that matches the protection needs for each procedure or risk level. MaskEnomics™ makes it easy to find the level of filtration required, including ASTM Level 3, 2 and 1.

ASTM PERFORMANCE LEVELS

MAXIMUM FILTRATION

NIOSH Approved N95 Particulate Respirator

| | |
|--------------------------------|---|
| High Fluid Resistance | 160 mmHg |
| Filtration Efficiency | PFE = 99.9% @ 0.1 micron |
| Breathability - Delta P | > 5.0 mm H ₂ O/cm ² |
| Flame Spread | Class 1 |

N95

Indicated for use when treating patients with airborne diseases such as TB or influenza.*

Meets CE 0121 – In reference to EN 149: 2001 FFP2 NR.

Pictured: Isolator Plus™ N95 Particulate Respirator



ASTM LEVEL 3

| | |
|--------------------------------|---|
| High Fluid Resistance | 160 mmHg |
| Filtration Efficiency | BFE ≥ 98% PFE ≥ 98% @ 0.1 micron |
| Breathability - Delta P | < 5.0 mm H ₂ O/cm ² |
| Flame Spread | Class 1 |

LEVEL 3

Ideal for procedures where heavy to moderate amounts of fluid, spray and/or aerosols are produced.

Meets EN14683 Rating – Type IIR Standard.

Pictured: Ultra® Sensitive Earloop with Secure Fit® Mask Technology



ASTM LEVEL 2

| | |
|----------------------------------|---|
| Moderate Fluid Resistance | 120 mmHg |
| Filtration Efficiency | BFE ≥ 98% PFE ≥ 98% @ 0.1 micron |
| Breathability - Delta P | < 5.0 mm H ₂ O/cm ² |
| Flame Spread | Class 1 |

LEVEL 2

Ideal for procedures where moderate to light amounts of fluid, spray and/or aerosols are produced.

Meets EN14683 Rating – Type IIR Standard.

Pictured: Procedural Earloop with Secure Fit® Mask Technology



ASTM LEVEL 1

| | |
|--------------------------------|---|
| Low Fluid Resistance | 80 mmHg |
| Filtration Efficiency | BFE ≥ 95% PFE ≥ 95% @ 0.1 micron |
| Breathability - Delta P | < 4.0 mm H ₂ O/cm ² |
| Flame Spread | Class 1 |

LEVEL 1

Ideal for procedures where low amounts of fluid, spray and/or aerosols are produced.

Meets EN14683 Rating – Type II Standard.

Pictured: Isofluid® Earloop with Secure Fit® Mask Technology



LOW PERFORMANCE

Surgical Molded Utility Mask
Physical Barrier Only
No LEVEL Performance Level **
Filtration Efficiency N/A

**Unless mask manufacturer certifies mask meets ASTM performance Level 1

Ideal as a comfortable substitute for earloop face masks, this mask is a simple physical barrier for exams and visitations or for dry, short procedures that do not produce fluid, spray or aerosols.

Pictured: Surgical Molded



MINIMUM PERFORMANCE

Utility Mask (Tissue/Tissue)
Physical Barrier Only
No LEVEL Performance Level
Filtration Efficiency N/A

Ideal as a simple physical barrier for exams and visitations or for dry, short procedures that do not produce fluid, spray or aerosols.

Pictured: Isolite® Earloop



Understanding ASTM Face Mask Performance Levels

| FEATURE | EXPLANATION |
|---|--|
| Fluid Resistance | Mask resistance to penetration by synthetic blood under pressure (mmHg). Higher fluid resistance = Higher protection. |
| BFE - Bacterial Filtration Efficiency | Percentage of aerosol particles filtered at a size of 3 microns. |
| PFE - Submicron Particle Filtration Efficiency | Percentage of submicron particles filtered at 0.1 microns. |
| Delta P - Differential Pressure | Pressure drop across mask, or resistance to air flow in mmH ₂ O/cm ² . Greater resistance = better filtration but less breathability. |
| Flame Spread | Measures the flame spread of the mask material. |



THE DENTAL ADVISOR
Rated
"Top Mask"
6 YEARS IN A ROW!

SOURCE: American Society for Testing and Materials Standard specification for performance of materials used in medical face masks. F2100-11 Standard.

*Follow CDC Guidelines: Do not treat active TB patients except in approved facilities, meeting all health department, CDC and OSHA standards, in the context of a complete respiratory protection program. CAUTION: The outside of masks and face shields are likely to become contaminated during use. Wash hands after touching any contaminated surfaces. Do not touch outside of the mask with wet or contaminated gloves or hands. Such contamination may compromise mask barrier asepsis by encouraging migration or "wicking" of microbes through the mask.

Crosstex International, Inc. can make no warranties or representations, either expressed or implied, that these products will fully protect the user from exposure to blood or bodily fluids or risk of contracting infectious diseases. OSHA requires the employer to evaluate the anticipated exposure and select the appropriate protective masks to prevent contamination of skin, eyes and respiratory passages. This poster may not be copied in whole or part without the express permission of Crosstex International, Inc. © 2016.

FULL LENGTH FACE SHIELD

- Optically clear, distortion-free wrap-around face shield.
- 1 ½" foam headband holds shield away from face; "floats" lightly on forehead, with no pressure on temples; vented for increased air flow.
- Protects mask and face from direct splatter; may prolong mask life.
- Sonically welded elastic headband for added strength.
- Anti-fog treatment on inside and outside of shield.
- Available in 7" and 9" options



SECURE FIT

Secure Fit® Mask Technology creates a custom fit to reduce your exposure to airborne particulates. Secure Fit® Mask Technology is available in the following Crosstex face masks: Ultra® (ASTM Level 3), Procedural (ASTM Level 2), Isofluid® (ASTM Level 1)



Aluminum nose and chin pieces reduce gapping.

CROSSTEX
A CANTEL MEDICAL COMPANY
888-276-7783 | crosstex.com

SELECT THE RIGHT MASK FOR THE TASK

Visit **CROSSTEXLEARNING.COM** to watch an informative **MASKENOMICS™ VIDEO**



EHS GREEN ALERT

**Global Engineering Solutions
Gloves and COVID-19**

Global Engineering Solutions Safety Alert – March 2020

Do Gloves Prevent Coronavirus Infection?

ANSWER: NO, even the use of rubber gloves does not prevent the spread of coronavirus. COVID-19 contamination can be picked up on gloves and transferred should you touch your face while wearing them.

Regular washing of hands provides more protection against catching COVID-19 than gloves.

WHAT CAN WE DO?

1. Leave PPE outside of break areas.
2. Periodically sanitize PPE with sanitizers or wipes that contain approximately 60% alcohol.
3. Avoid touching face with gloves.
4. Wash hands (20-sec's w/soap and water or hand sanitizer before breaks, lunch and leaving site.
5. Practice good sanitation. Throw away disposable drinking cups, water bottles, etc in rubbish bins and wash non-disposable coffee cups and drinking glasses with warm water and soap.
6. To help prevent the spread of COVID-19, wipe down all pre-packaged food and/or beverages with sanitizing wipes.
7. Provide hand sanitizer, sanitizer wipes, etc in work areas to provide adequate opportunities to sanitize hands.
8. Make sure rest rooms are adequately supplied with soap, water and paper towels and rubbish receptacles emptied on a regular basis.
9. Wipe down all common areas and shared tools on a frequent basis.



COVID-19 Preparedness Plan (External)

UPDATED ON MARCH 27, 2020



Reputation is Everything

One of the greatest tools we have in virus prevention is the 6-Foot Rule.



Other Social Distancing Tips...



Meet Outside If Possible



Avoid Tight, Confined Areas

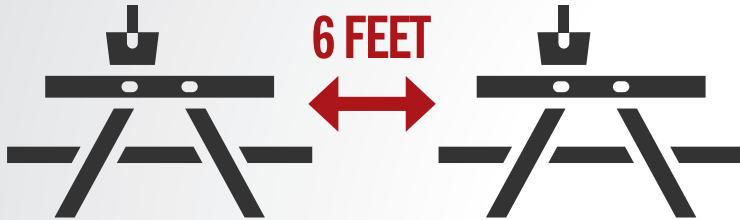


No Food Trucks or Communal Food



Utilize Virtual Meeting Tools

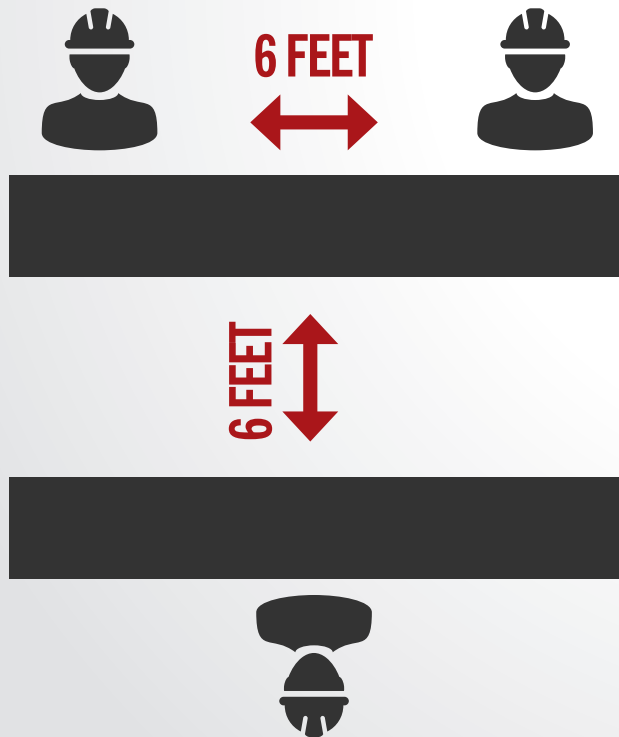




**You may take a break at lunch,
but the 6-Foot Rule doesn't.**

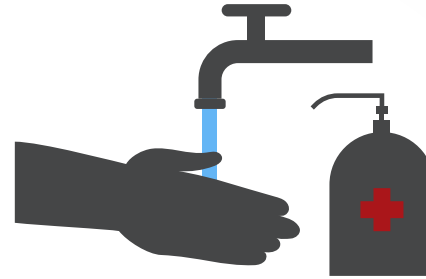
- » Reconfigure meetings and lunchroom seating to ensure the 6-Foot Rule is accommodated.
- » Consider additional satellite eating areas outside of the work area(s) onsite.
- » Sit adjacent to each other rather than directly across.

...And while we're eating, don't forget to review the Personal Hygiene section, up next!



Prevention // Personal Hygiene

Steps we can all take to ensure we're not transmitting germs:



Wash your hands often for 20 seconds with soap and water.



Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.



Utilize alcohol-based hand sanitizer with 60+% alcohol.

Avoid touching your eyes, nose, and mouth.



Frequently sanitize tools, PPE and equipment; avoid sharing.



Trailers, worker welfare areas, and offices must be cleaned on a regular basis (several times per week).

Professional services or Choate forces, pay special attention to:

- » Door handles – inside/outside
- » Light switches
- » Office / trailer furniture & fixtures
- » Restroom – dispensers, flush handles, door locks, faucets & handles
- » Kitchen/break/welfare area handles
- » Copy machines and other equipment
- » Picnic tables
- » Microwaves and coffee pots
- » Communal tools, equipment steering wheels and levers
- » Disinfect all portlets with a bug sprayer filled with bleach and disinfectant/degreaser
- » Stair and wall handrails

Hand washing stations are required on all sites. At a minimum, must include:

- » Soap
- » Towels
- » Clean water source

**Cleaning material recommendations found on page 9.*

Bottom line: Clean all commonly-touched items and surfaces!



What's this? [Click blue links](#) for more detailed plans and additional information!

Jobsite entry is the first line of defense to keeping your workforce healthy.



STOP FEELING SICK?

Protect your fellow workers and their families. **DO NOT ENTER** if you have any flu-like symptoms, including the following:

- Fever Over 100.4 Degrees
- Shortness of Breath
- Cough

NOTIFY YOUR SUPERVISOR AND CHOATE CONSTRUCTION; AVOID CONTACT WITH OTHERS AND SEEK MEDICAL ATTENTION.

CHOATE -CONSTRUCTION-
Reputation is Everything

ONELIFE
Your Life. Your Legacy. Protect it.

Conduct temperature checks (optional). [See full "Temperature Check Procedure and Log" document.](#)



If you choose to administer temperature checks on your site, you must utilize:

- » Full face shield (Office-provided to project teams upon request)
 - » Infrared touchless digital thermometer (Office-provided to project teams upon request)
 - » Disposable gloves; preferably Nitrile (Office-provided to project teams upon request)
 - » Soap / hand sanitizer (Project-sourced)
- ★ All personnel with a temperature over 100.4° must be logged and sent to HR daily ★

+ Post this "[Feeling Sick?](#)" poster at jobsite entry and enforce it!



Avoid Unnecessary Travel

Contact your manager if you have work-related travel that cannot be accomplished by meeting virtually.

If you travel for personal, non-essential reasons as dictated by your local jurisdiction:

- » Notify your Division Manager, HR, and Senior Manager
- » Follow current [CDC guidelines](#)

Prevention // Helpful Tools

Virtual Meeting Tools



ShoreTel
Conference

**Open outside of Citrix*



Microsoft
Teams



GoTo
Meeting

Third-Party Temperature Testing

Contact your local temporary staff providers for third-party testing availability.

Governmental Agencies



World Health
Organization



Center for
Disease Control



OSHA

Sample Cleaning Products



Bleach & Water



Lysol Neutra
Air 2 in 1



Lysol All Purpose
Cleaner

**Ensure cleaners will not damage surfaces/finishes. Do an inconspicuous spot test.*



Posters & Downloads

Click posters to print



STOP THE SPREAD
PROTOCOLS FOR PREVENTING CORONAVIRUS DISEASE (COVID-19)

- Practice social distancing: stay 6 feet away from others at all times.
- Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Regularly disinfect touchable surfaces, especially in jobsite trailers with high traffic.
- Frequently sanitize commonly-touched equipment. Sanitize and avoid sharing tools.
- Wash your hands often for 20 seconds with soap and water or 60% alcohol-based hand sanitizer.

CHOATE CONSTRUCTION ONE LIFE
Your Life. Your Legacy. Protect It.

Stop the Spread Poster



STOP FEELING SICK?

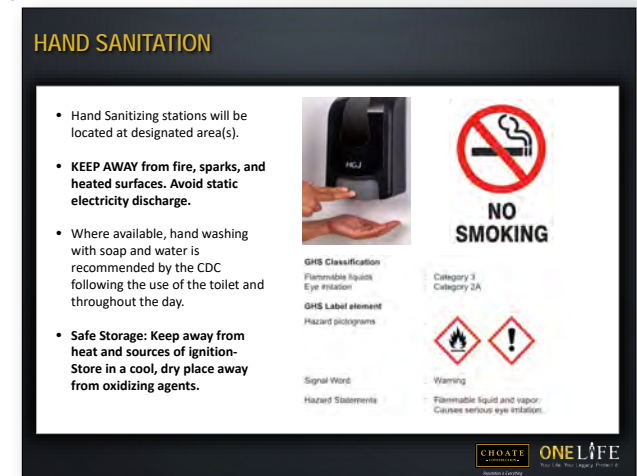
Protect your fellow workers and their families. **DO NOT ENTER** if you have any flu-like symptoms, including the following:

- Fever Over 100.4 Degrees
- Shortness of Breath
- Cough

NOTIFY YOUR SUPERVISOR AND CHOATE CONSTRUCTION; AVOID CONTACT WITH OTHERS AND SEEK MEDICAL ATTENTION.

CHOATE CONSTRUCTION ONE LIFE
Your Life. Your Legacy. Protect It.

Feeling Sick? Poster



HAND SANITATION

- Hand Sanitizing stations will be located at designated area(s).
- KEEP AWAY from fire, sparks, and heated surfaces. Avoid static electricity discharge.
- Where available, hand washing with soap and water is recommended by the CDC following the use of the toilet and throughout the day.
- Safe Storage: Keep away from heat and sources of ignition. Store in a cool, dry place away from oxidizing agents.

GHS Classification: Flammable liquids, Eye Irritation
GHS Label element: Hazard pictograms
Signal Word: Warning
Hazard Statements: Flammable liquid and vapor; Causes serious eye irritation.

CHOATE CONSTRUCTION ONE LIFE
Your Life. Your Legacy. Protect It.

Hand Sanitation Poster

Exposure & Confirmed Cases // Highly Suspected or Confirmed Case Protocol

Use the process below for someone who...

- » Tests positive for the COVID-19 virus
- » Has a test pending for the COVID-19 virus due to close contact in any form
- » Is informed by a medical professional that they likely have the COVID-19 virus
- » Has been exposed to someone with a confirmed or highly-suspected case of COVID-19



Ask ill person to leave immediately.

Immediately contact DM, HR Director, PM, and Safety Director

Determine Facts

When was the infected person on site?
Where was the infected person within the site?
Were there symptoms on the site and when?
Has the person traveled to another Choate office or jobsite?

Identify Close Contacts

Identify all individuals onsite that had close contact (within 6 feet) with the ill person on the day they became symptomatic or were last onsite.

Manage Incident

Ask Close Contacts to Leave for 14 Days

CLEAN

Close off any affected areas
Thoroughly clean and disinfect all impacted areas

COMMUNICATE

Work with DM to determine if shutdown needed
Provide daily updates
Work with HR to coordinate with health department

TRACK

Work with DM & Safety Director on internal incident reporting for Risk Management
Manage "Return to Work" process with DM, President & CEO

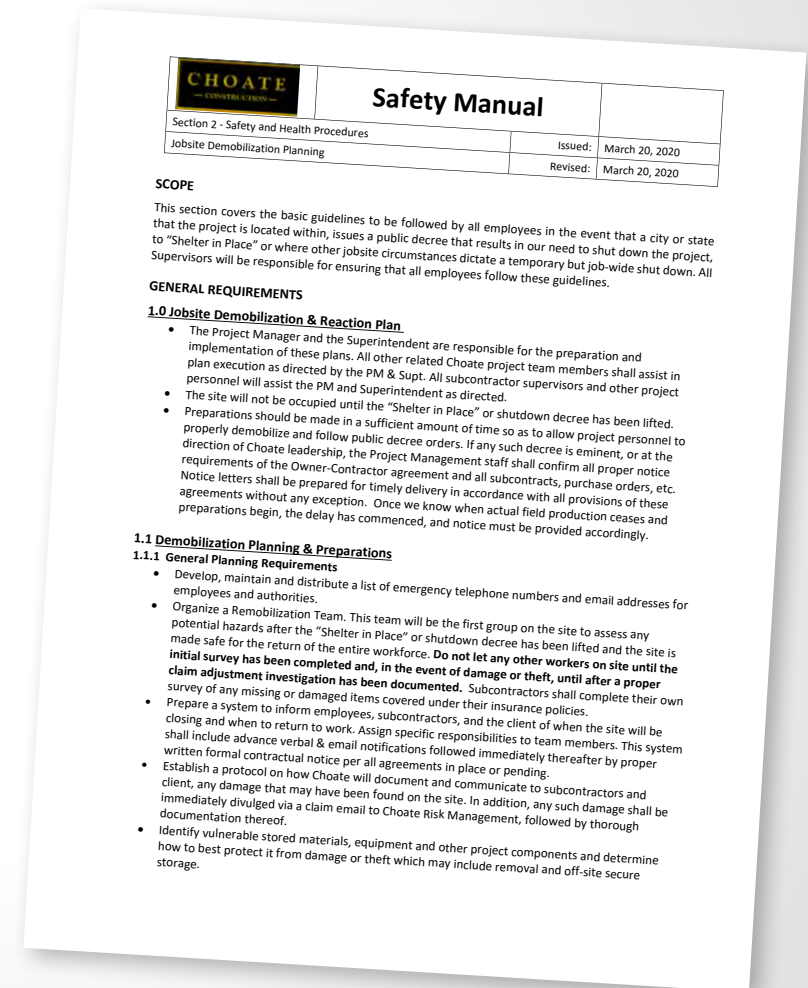


See full "[Workplace Exposure Protocol](#)" document for the specific action plan in the event of a potential case onsite.



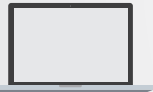
Other Things to Know // Jobsite Demobilization

If a governmental shut-down occurs, resulting in full demobilization, follow the guidelines in the “Jobsite Demobilization” document.



What's the protocol for returning to work?

If you were...



Tele-Working

Tele-working is offered until April 13, or as otherwise amended. No paperwork needed to return to work.



Potentially Exposed

Employees who are well but who have been potentially exposed with COVID-19 should notify their supervisor and follow CDC recommended precautions.



Diagnosed with COVID-19

The decision to discontinue isolation should be made in the context of local circumstances. Options now include both 1) a time-since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) test-based strategy.





Social Media Policy

Please refrain from discussing company or client business, including suspected or confirmed cases of COVID-19 infection, on social media channels.



IT Protocols

Please see the “[Emergency Technology Access Plan](#)” on inSight for full details on all IT Protocols.



Remember...

You can find all of the linked documents on the [inSight](#) mobile app and [SharePoint](#).





**COVID-19
SAFETY RESPONSE PLAN**

COVID-19 Close Proximity Work Plan

April 9, 2020

| | |
|---------------------|-------|
| Project Name: | Date: |
| Subcontractor Name: | |
| Foreman Name: | |
| Foreman Signature: | |

Close Proximity Work (within 6')

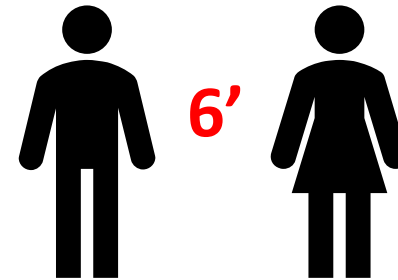
| |
|---|
| What task needs to be performed while working within 6'? |
| |
| Has everyone involved in this task read the daily health screening? Have temp screenings been implemented if in confined space or closed building envelope? Are they healthy? This is a must. |
| |
| Does everyone have the required PPE? |
| <ul style="list-style-type: none"> • Hard hat • Safety glasses • Face shield • Face mask (N95 mask-no exhale valve, if available, homemade mask is acceptable if not such as a bandana) |
| All staff involved in close proximity work will follow strict hygiene procedures, to include proper hand washing as soon as operation is complete? |
| |

Sanitary Facilities Management Best Practices

- Review co-worker's health
- If co-worker is not well contact supervisor
- Evaluation of task
- PPE – mask, safety glasses, gloves



Close-contact is when you and a co-worker are within 6' of each of other for 15 minutes or more



**COVID-19
SAFETY RESPONSE PLAN**

COVID-19 Exposure Memo

Sample Memo

To our valued project team members:

Today, we learned that someone on our jobsite [has tested positive/is exhibiting symptoms, but has not yet been able to be tested] for COVID-19 (2019 novel coronavirus). This individual was last on the jobsite on [DATE]. Therefore, the last known potential contact for our team with this individual was [#] days ago. The individual works [describe the area/floor/ etc. where the individual works while keeping the individual's identity private as best you are able]. We have reached out directly to those individuals whom we are aware of that were in "close contact" with the impacted person. This is defined by the CDC as *"being within approximately six feet of a COVID-19 case for a prolonged period of time."* We have instructed potentially impacted team members to self-quarantine at home (subject to additional future guidance from the CDC, which may permit exposed workers to continue working if wearing approved masks).

As always, your safety is our top priority. We will sanitize all common touchpoint areas and have asked the individual to leave the site until their self-quarantine period is complete and they are healthy to return to work (minimum 14 days).

While most team members were not in close contact with the individual, we recommend that all team members take precautions outlined by the CDC—even if they were not exposed through close contact. These include:

- Monitor your health symptoms which include a fever (over 100.3°F), cough, and shortness of breath
- If symptoms develop, self-quarantine and call your healthcare provider
- Practice social distancing
- Wash your hands frequently and avoid touching your face

While we understand that this may cause concern for you, we want to assure you that we are taking every precaution possible and care about your health and the health of your families. Please do not hesitate to reach out to your manager or anyone from the Shawmut Team if you have any questions or if you develop symptoms and are tested for COVID-19.

CDC Risk Assessment: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

Close contact is defined as:

a) being within approximately six feet (two meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Symptoms compatible with COVID-19, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

**COVID-19
SAFETY RESPONSE PLAN**

COVID-19 Required Site Signage

STOP THE SPREAD

PROTOCOLS FOR PREVENTING CORONAVIRUS DISEASE (COVID-19)

Practice social distancing; stay 6 feet away from others at all times.



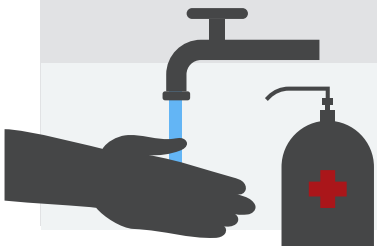
Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.



Regularly disinfect touchable surfaces, especially in jobsite trailers with high traffic.

Frequently sanitize commonly-touched equipment. Sanitize and avoid sharing tools.



Wash your hands often for 20 seconds with soap and water or 60% alcohol-based hand sanitizer.

DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

PROTOCOLOS PARA PREVENIR LA PROPAGACIÓN DE COVID-19

Practicar el distanciamiento social;
Manténgase a 6 'de distancia de otros.



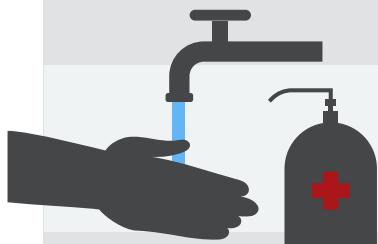
Cúbrase la nariz y la boca con un pañuelo desechable o codo.

Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente. Especialmente en remolques de construcción con alto tráfico.

Desinfecte frecuentemente los equipos que se tocan con frecuencia. Evite compartir herramientas con otros.



Lávate los manos con frecuencia por 20 segundos con agua y jabón, o desinfectante para manos- 60% a base de alcohol.



FEELING SICK?

Protect your fellow workers and their families. **DO NOT ENTER** if you have any flu-like symptoms, including the following:



**Fever Over
100.4 Degrees**



**Shortness of
Breath**



Cough

**NOTIFY YOUR SUPERVISOR; AVOID CONTACT WITH OTHERS AND
SEEK MEDICAL ATTENTION.**



¿TE SIENTES ENFERMO?

Protege tus compañeros y sus familias. **NO ENTRAR** si estás enfermo o tiene síntomas similares de la gripe.



Temperatura Más de 100.4 Grados



Falta De Aire



Tos

NOTIFICAR A SU SUPERVISOR; EVITAR CONTACTO CON OTROS Y BUSCAR TRATAMIENTO MÉDICO.



How to Maintain Good Health for Yourself, Co-Workers and Family



Wash your hands often with soap and warm water, or use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose and mouth.



Stay home if you are sick and avoid close contact with others.



Think ahead about how to take care of yourself and your loved ones. Visit mass.gov/KnowPlanPrepare for preparedness tips.



Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.



Cover your mouth when you cough or sneeze. Use a tissue or your inner elbow, not your hands.

Do All You Can Do To Maintain Your Good Health



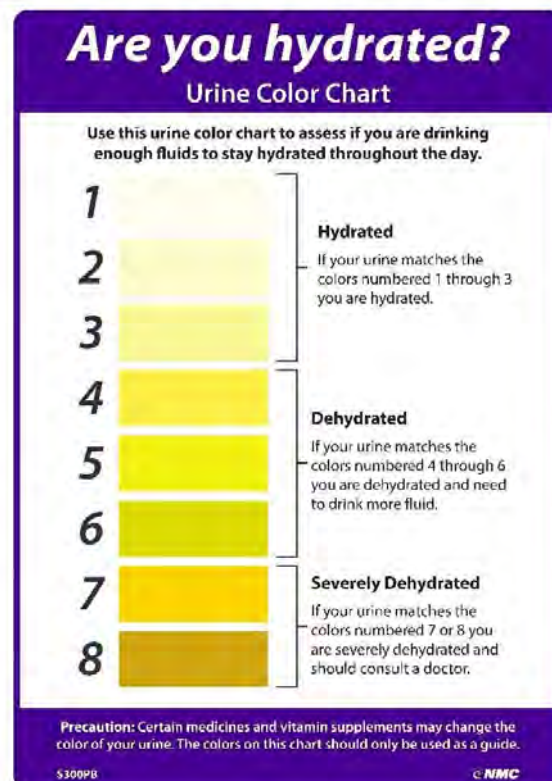
Plenty of Sleep



Eat balanced, healthy diet



Avoid Alcohol



Drink Water



Commonwealth of Massachusetts

COVID-19 NOTICE

ZERO Tolerance

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.

COVID-19 Typical Symptoms: (per CDC)

- Fever
- Cough
- Shortness of Breath
- Prior to starting a shift, each employee will self-certify to their supervisor that they:
- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Workers that are working in a confined space or inside a closed building envelope will have to be temperature screened by a Medical Professional or Trained Individual provided that such screening is out of public view to respect privacy and results are kept private.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

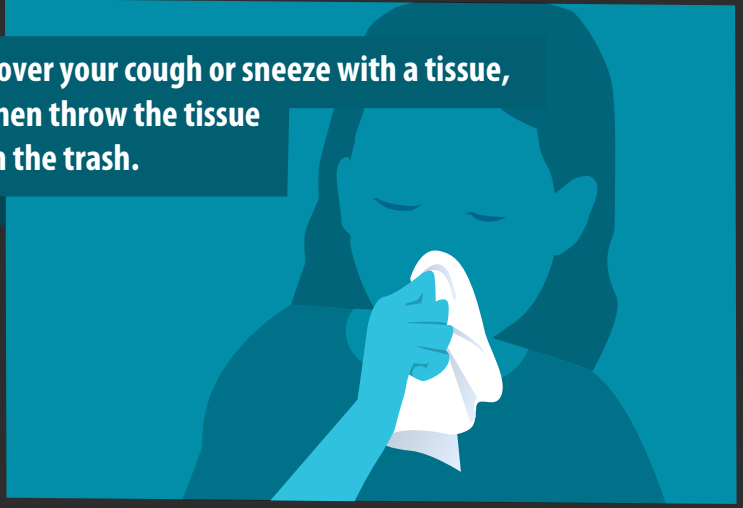
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

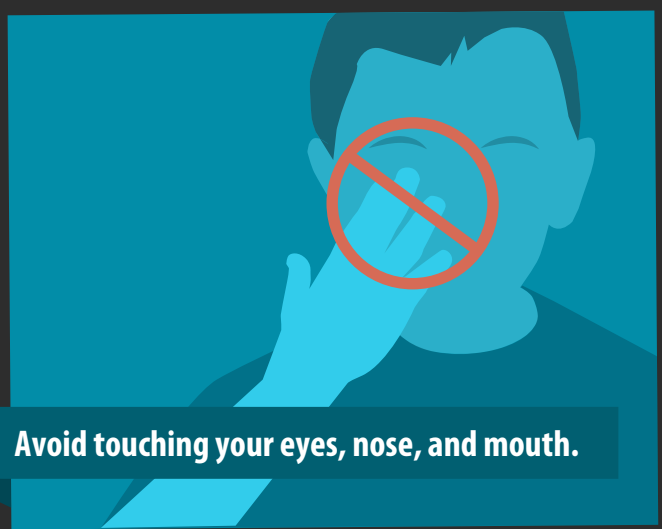
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

HAND WASHING STATION

ACTIVELY DRIVE A SAFE ENVIRONMENT

We're about more than just compliance; we're about prevention. Our #1 goal is to make sure everyone on-site and in the office goes home safely every night.

From the CDC: You can prevent the spread of respiratory illnesses with these actions:



- WASH HANDS OFTEN WITH SOAP AND WATER FOR 20+ SECONDS

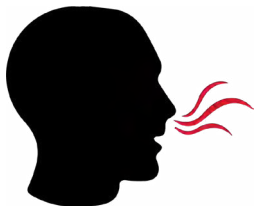


- AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK



- AVOID TOUCHING EYES, NOSE & MOUTH

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include:



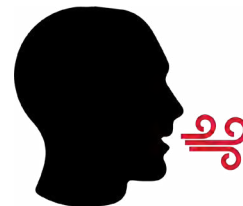
**LOSS OF SMELL
OR SCENT**



**SORE
THROAT**



COUGH



**SHORTNESS
OF BREATH**



FEVER

Symptoms may appear 2-14 days after exposure.



COVID-19 PROTOCOL



**EXERCISE SOCIAL DISTANCING AT ALL TIMES
(6' APART FROM ONE ANOTHER)**



**WEAR PROPER PPE
(GLOVES, HARD HAT, GLASSES)**



CONDUCT DAILY HEALTH SCREEN WITH SUPERVISOR



STAY HOME IF YOU'RE FEELING SICK!



Wash your hands often with soap and warm water, or use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose and mouth.



Cover your mouth when you cough or sneeze. Use a tissue or your inner elbow, not your hands.



Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.



Stay home if you are sick and avoid close contact with others.



Think ahead about how to take care of yourself and your loved ones. Visit mass.gov/KnowPlanPrepare for preparedness tips.